

The Institution of Engineers, Malaysia (IEM)

Professional Interview Guidelines

for Applicants and Candidates

Table of Contents

1. The Professional Interview

- i. Definition
- ii. General Regulation
- iii. Condition of Submitted Documents

2. Preparation of Documents

- i. Professional Interview Application Form
- ii. Training and Experience Report: – Portfolio of Evidence
- iii. Technical Annexe (for Competency Category B)

3. The Interview

- i. Introduction
- ii. Conflict of Interest
- iii. Oral Examination
 - Presentation
 - Question & Answer
 - Opportunity for Final Evidence
 - End of Oral Interview
- iv. Technical Essay Written Examination
- v. Preparation for Interview
- vi. Post Interview
- vii. Appeal

4. Glossary

5. Appendices

- i. Competence Standard for the Professional Interview (IEM PI 0100)
- ii. Professional Interview Application Form (IEM PI A100)
- iii. Training and Experience Report: - Portfolio of Evidence (IEM PI A401)
- iv. Appeal Form (IEM C400)

1. THE PROFESSIONAL INTERVIEW

i. Definition

The Professional Interview is a **PEER REVIEW** process comprising of an assessment on the professional competency of the candidate by Corporate Members of IEM. The IEM Competency Standard used in the Professional Interview is closely referenced to the UK Standard for Professional Engineering Competence (UK—SPEC), specifically on the Competence and Commitment Standard for Chartered Engineers.

This IEM Competency Standard (Refer to IEM PI 0100 on the IEM Competence Standard for Professional Interview) consists of eighteen (18) Competency Elements that are grouped under five (5) broad Competency Categories:

- A. Knowledge and understanding
- B. Desing and development of processes, systems, services and products
- C. Responsibility, management or leadership
- D. Communication and inter-personal skills
- E. Professional commitment

The five generic areas of competence and commitment must be demonstrated in order to practice professionally. The Competency Elements are used as the basis for assessment in the Professional Interview by the IEM. Applicants will be required to provide evidence of competence against each of the eighteen (18) Competency Elements. The evidence is to be drawn from their work experience, specifically as they have encountered engineering problems or engaged in engineering activities.

A glossary of terms is included in this Guidelines.

Interpretation

Unless the context requires otherwise:

- a) words in the singular include the plural and vice versa;
- b) words importing the masculine gender include the feminine gender.

ii. General Regulation

- a) The Professional Interview shall be held throughout the year in Malaysia in IEM Secretariat or any of its twelve (12) Branches.
- b) Before a person is eligible to apply to sit for Professional Interview, he must have gained at least three (3) years of approved experience after graduation with an accredited engineering degree of which, at least one (1) year must be obtained in Malaysia under the supervision of a Professional Engineer / Professional Engineer with Practising Certificate in the same discipline of engineering. The experience should be in planning, design, execution and

management of such works as are comprised within the profession of an engineer, or relevant experience under the Engineering Competency Development (ECD) Scheme.

- c) The Professional Interview Process consists of two stages:

Stage 1: Submission of Professional Interview Application Documents for documentary review of competency evidence to assess Applicant's eligibility and readiness to sit for the Professional Interview.

Stage 2: In-person assessment of the Candidate that consists of a face-to-face oral examination as well as writing of the Technical Essay (unless otherwise exempted by the Interviewers for Candidate who has fulfilled the conditions of exemption).

- d) An Applicant for Professional Interview must submit the scanned copy (in pdf format) of the following documents **with a Google Drive link** and submit to IEM Secretariat via email to pi-submission@iem.org.my:
- Professional Interview Application Form (IEM PI A100);
 - Training and Experience Report – Portfolio of Evidence (IEM PI A401);
 - Technical Annexe
 - Professional Interview fees
 - ✓ Processing Fee (stage 1); and
 - ✓ Interview Fee (stage 2).

Note:- Prior to the Professional Interview, the Interviewers may contact the Candidate to submit the hardcopy of their reports for the purpose of interview.

- e) During Stage 1 of the process, an experienced Assessor with expertise in the same branch of engineering as the Applicant will be appointed to review and enhance the Applicant's documents. The assessor may provide comments or advices to assist the applicant in presenting the evidence of competency attained and preparing for the face-to-face oral examination. To facilitate effective communication, the Assessor will discuss the comments or advices directly with the Applicant, followed by an official statement emailed by the Secretariat.
- f) If amendment/ improvement to the application documents is required, the Applicant shall resubmit the supplementary/ revised application documents within **one (1) month** from the date of the notification email. In the rare event that the competency evidence remains inadequate after one (1) resubmission, the Applicant shall not be eligible to proceed to Stage 2. The Stage 2 Interview Fee will be refunded.
- g) Upon satisfactory documentary review of the competency evidence, the Applicant will be informed in writing on his eligibility to attend the Stage 2 Professional Interview as PI Candidate. The name of the two (2) Interviewers shall then be communicated to the Candidate. The Interviewers shall notify the Candidate of the date, time and place of the Professional Interview.

iii. Condition of Submitted Documents

- a) Application Documents have to be submitted in the following conditions:
- The form should be word-processed and submitted electronically using a minimum front size of 9,
 - Alternatively, the form should be type-written using black ink,
 - Stapling or binding of the Technical Annexe and supporting evidence is required only if requested by the Interviewers.

2. PREPARATION OF DOCUMENTS

i. Professional Interview Application Form (IEM PI A100)

This section shall guide the Applicant on how the form should be presented.

a) Part A: Personal Particulars

- Provide your personal details including your contact address
- Choose your preferred venue for Interview
- Indicate whether you have gone through IEM ECD or Structured Training
- Choose the preferred language for the Professional Interview in either English or Bahasa Melayu. Upon making the choice, the entire Professional Interview shall be conducted in your selected language, including the various forms, documents, oral interview and the written essays.

b) Part B: Registered Engineering Discipline

- Specify the engineering discipline as registered with “Board of Engineers Malaysia” (BEM) and attach a certified copy of BEM Registration Certificate as evidence.
- Complete details of your engineering applied for

c) Part C: Particulars Of Previous Application

- Tick the particulars of previous application (*if any*)

d) Part D: Membership

- Complete details of your IEM Graduate Membership number (*if any*)

e) Part E: Current Employment

- Complete details of your current employment

f) Part F: Your Expertise

- Tick the main sector and sub-sector most relevant to you and your area of expertise. For “Others”, please specify them accurately.
- Indicate if you wish to participate in IEM Technical Division (TD) or Special Interest Group (SIG)

g) Part G: Tertiary Education

- List the details of all your academic qualifications awarded
- Give details of any formally assessed work-based learning acquired
- Attach a copy of your documents, certified by one of your Supporters as a true copy of the original.

h) Part H: Organisation Chart/Accountability Diagram

- Provide an up-to-date organisation chart/accountability diagram with the following details:
 - ✓ Two (2) or three (3) levels of authorities above and below your post
 - ✓ Your post (indicated with an arrow)
 - ✓ Identify any Corporate Member of IEM or equivalent, quoting his membership number and Professional Engineer (PE) registration number
- If you have changed your job within the last three (3) years, include the same for your previous posting on a separate A4-size sheet, together with the relevant date(s)
- If your organisation operates a flat-based structure, please illustrate.
- Do not use any picture, colour or shading as these make the diagram illegible when photocopied.

i) Part I: Relevant Career History

- Provide details of your work experience in chronological order starting from your first posting upon graduation from your institution of higher learning. For each of your posting, indicate the followings:
 - ✓ Duration of posting and job title
 - ✓ Name of employer and Supervising Engineer
 - ✓ Description of your project
 - ✓ Your main role and responsibilities, tasks and achievements
 - ✓ Duration for design, site/field, and others experience gained

For each posting, give evidence on what you have done rather than what the job requires you to do, focusing on fulfilling the eighteen (18) competency elements. You may give an extended description of your role, or the role that is most relevant to demonstrate your competence, giving details of your responsibilities and contributions.
- Applicant shall indicate the net duration of training particularly on Design, Site/ Field and Others for each project listed in career history. Applicant is expected to have sufficient Design, Site/ Field experience typically expected of a competent engineer/ Professional Engineer.

j) Part J: Payment

- Pay the Professional Interview Processing Fee and Interview Fee

k) Part K: Declaration

- Initial on each and every page of your application form. Sign and date the application, confirming that the statements given are true to the best of your knowledge.
- Declare that you did not plagiarise your application. Understand that plagiarising will render the application null and void, and you may be barred from sitting for the Professional Interview.
- Make sure you only sign the declaration after all your supporters have signed.

I) Part L: Supporters' Details

- IEM requires your application to be supported. Supporters will be required to confirm your suitability for Corporate Membership.
- Your chosen Supporters should know you well and be convinced, through direct or personal experience, that you are suitable to be elected or transferred to the grade of MIEM. The Supporters typically have detailed and up-to-date knowledge of your works so that all the information in the application can be verified.
- Your application shall be supported and signed by two (2) Corporate Members of IEM of whom at least one (1) shall be a Fellow of IEM or MIEM of not less than ten (10) years' standing in the IEM.
- At least one (1) of the Supporters must be in the same engineering discipline; and from the same organisation as that of the Applicant. Applicant's Mentor under IEM Engineering Competency Development (ECD) scheme can serve as one of the supporters to the Applicant.
- The Supporters should be working at a senior level to the Applicant, preferably for at least one (1) year, and with direct knowledge of the Applicant's work, role and responsibilities. In the event that the above is not available, the current line manager, or employer in higher organizational hierarchy, may act as Supporter, provided he is a Corporate Member of IEM or equivalent.
- Where the Applicant is unable to obtain a supporter from his or her organisation, the Applicant may seek a suitable supporter from an associated company or organisation, preferably one who has been involved in the same project(s) and is able to verify the Applicant's works and professional experience.
- If, after exhausting the above options, the Applicant is still unable to secure a suitable Supporter, he or she may contact IEM for assistance. Subject to availability, IEM may facilitate the appointment of a suitable mentor from the Council to support the Applicant's Professional Interview application.
- It is important to choose a lead Supporter, who can assist you in the process of Professional Interview application, including the advice of filling up the Application Form, presenting Portfolio of Evidence in the Training & Experience form, drafting the Technical Annexe, preparing for the actual face-to-face Oral Interview.

ii. Training and Experience Report: - Portfolio of Evidence (IEM PI A401)

- a) This section shall guide Applicant on how to prepare the Training and Experience Report in the form of Portfolio of Evidence (refer to Form IEM PI A401), together with Professional Interview Application Form.
- b) The Applicant is required to provide evidence for each of the five (5) Competency Categories A, B, C, D and E, covering the eighteen (18) competency elements, which are the basis for assessing the Applicant when he applies to sit for the Professional Interview. The evidence written for each competency element should typically be around 500 words, excluding

appendices and attachments. The Applicant may introduce sub sections (with precise headers/ titles) wherever necessary with clear description of the his/ her competencies obtained for each of the competency elements. For instance, the Applicant may introduce sub section B2.1, B2.2, B2.3, B2.4 and B2.5 if he/ she wishes to highlight five tasks/ projects/ engineering activities on the competency Element B2. Long paragraph of 500 words with no title/ section header is to be avoided.

- c) The Applicant has to cross-reference with “Part I: Relevant Career History of the Professional Interview Application Form” and Technical Annexe when preparing the Training and Experience Report – Portfolio of Evidence. Typically, he/ she has to transcribe the evidence from his career history to all the relevant competency categories. In doing so, he/ she has to provide an extended description of his/ her roles, responsibilities and achievements relevant to the competency category to which a piece of evidence is transcribed. The Applicant has to indicate the tasks encountered in the course of his/ her work experience, describing the related engineering activities, problems encountered and their resolutions in relation to actual projects undertaken by him/ her. This will form the portfolio of evidence for the competence gained under each competency category.
- d) The evidence shall be presented in the form of a narrative describing the competencies demonstrated through actual project experience, supported by relevant project details. The narrative may be supplemented with objective evidence (where appropriate) such as photographs, satellite images, drawings, layout plans, tables, graphs, software printouts, social media posts, or other relevant materials to strengthen the Applicant's portfolio of evidence. Applicants are encouraged to include relevant figures and illustrations to support the narrative.
- e) The evidence should be given in a clear and concise manner detailing only the essential facts as proof of competencies. The Applicant may attach relevant documentation to support the evidence of competency. The supporting documentation should also be clearly referenced. The evidence of competencies shall be assessed by MAB for his eligibility or readiness to sit for the Professional Interview.

iii. Technical Annexe (for Competency Category B)

- a) This section is intended for the Applicant to prepare for Technical Annexe in support of his application to sit for Professional Interview.
- b) The Applicant is required to submit the Technical Annexe together with the Professional Interview Application Forms (IEM PI A100) and Training and Experience Report – Portfolio of Evidence (IEM PI A401) via email to:- pi-submission@iem.org.my.
- c) The Technical Annexe shall demonstrate that the Applicant has attained the engineering knowledge, understanding, and application in his engineering discipline, or sub-discipline at the level necessary to underpin the technical competences as part of Competency Category B required to become a Corporate Member of IEM.

- d) Although there is no fixed format for Technical Annexe, it is strongly recommended that the Applicant shall ensure that the Technical Annexe contains some essential parts which are inclusive of, but not limited to the following:
- A list of contents, including the appendices.
 - A brief executive summary as a preamble.
- e) The content of the Technical Annexe must be technical in nature. A pure management study is not acceptable. The scope of the Technical Annexe shall depend on the academic/ professional qualifications and practical training, experience and achievement but generally shall encompasses the Applicant's engineering analysis and judgement.
- f) Applicant can prepare the Technical Annexe basing on the work(s) or project(s) from the Applicant's Training and Experience Report – Portfolio of Evidence or career history that best demonstrates Competency Categories B. This should typically represent the engineering projects or works where the Applicant has gained substantial technical expertise. Applicant shall include necessary cross reference in Category B, especially B2 to relate the Technical Annexe with the Training & Experience Report – Portfolio of Evidence.
- g) The Technical Annexe should typically have 3,000 to 5,000 words, excluding appendices and attachments. It should describe the particular project(s) or work(s) (or part thereof) in which the Applicant has played a major role, including taking the lead in some or all of the elements. Applicant must indicate clearly his/ her role in the development and management of the project(s) or work(s) by giving the background to the important decisions for which he/ she was responsible or to which he/ she has made a significant contribution. Above all, the Applicant must show where he/ she has exercised independent engineering and professional judgements.
- h) Numerical analysis, design drawings or other relevant additional documentations should be included as appropriate to support solutions/ decisions described in the Technical Annexe. Any appendices or attachments will not be included in the word-count, but they should be bound into the Technical Annexe.
- i) While the Technical Annexe may include or be largely based on technical reports, design studies or research works written as part of the Applicant's normal employment, it must include a commentary identifying the contribution the reported work has made to the Applicant's technical formation and highlighting where and how engineering principles and judgements have been applied to solve problems.
- j) It is essential that the drawings and documents submitted shall be the work of the Applicant in the ordinary course of his permanent/ contractual (long term) employment. If any portion of the drawings and documents is not prepared by the Applicant, this must be clearly indicated.
- k) The Technical Annexe should be comprehensive, clear and concise; enough to give sufficient evidence of the Applicant's personal technical contribution to the engineering work(s) or project(s).

- l) The Technical Annexe should be submitted with supporting sheets, calculations tables, charts, diagrams and/ or drawings. It may include one or more of the followings:-

- Design work
- Feasibility study
- Research and development work
- Operations and maintenance work
- Other engineering work

Design Work

Report on design work shall include the followings:-

- a. At least two (2), but not more than four (4) working drawings (to appropriate readable scale that is accepted as the norm in the Applicant's engineering discipline or sub-discipline); and
- b. Detailed design/ engineering analysis and calculations relating to one or more of the Applicant's own submitted drawings. Computer-aided analysis and design output shall be accompanied by "manual calculations" that forms part of the verification process. For novel design (including front end engineering design), this can be interpreted as field application leading to validation of work

Feasibility Study

Report on feasibility study shall include the followings:-

- a. At least one (1) relevant drawing that conveys essential features and details of an engineering system;
- b. Preliminary stress, system or other pertinent analysis;
- c. Applicant may include one or more of the following items as part of the study:
 - Alternative design analysis of engineering system;
 - Functional and economic comparison of preliminary designs of the engineering system;
 - A comprehensive report of a major engineering project;
 - A system design of a major engineering work.
 - hydro-dynamic modelling for flood mitigation projects or river basin management projects

Research and Development Work

Report on R&D work shall include the followings:-

- a. Description of the research and development work detailing the planning, execution (methodology) and deliverables of the work that clearly demonstrates sound application of engineering principles
- b. Details of progressive pilot or prototype work from computer and/or laboratory models shall also be submitted
- c. The work actually carried out by the Candidate, appended with any engineering document including drawings produced by him
- d. A critical appraisal of the design on any research experiments or systems which may not be the work of the Candidate may be included

- e. The Technical Annexe, if extracted from the candidate's PhD or Master's Thesis, has to contain significant practical industrial application

Operation and Maintenance Work

Report on maintenance work may include one or more of the following:

- a. A detailed description of the operations of the plant or system together with the maintenance schedule, which the Candidate has formulated or designed.
- b. In his submission, he should clearly indicate his contribution which would demonstrate a sound understanding of the engineering principles and their applications.
- c. A critical appraisal of the design of the engineering system which may not be the work of the Candidate should be included.
- d. Details of modifications made to the existing system.
- e. Refurbishment or extension of plants
- f. Trouble shooting in major shut down

Other engineering work

Report on other engineering work which may include one or more of the following:

- a. Master planning of engineering works,
- b. engineering solutions at construction sites,
- c. engineering forensic studies,
- d. testing commissioning of treatment/ process plants/ system etc.

3. THE INTERVIEW

i. Introduction

- a) The Professional Interview will consist of two parts, namely:
 - The Oral Examination
 - The Technical Essay Written Examination
- b) The Candidate must complete the two (2) parts in order to satisfy the Professional Interview's requirements (unless the Interviewers exempt the Candidate from the Technical Essay written examination).
- c) Professional Interview will be conducted by two (2) experienced IEM Corporate Members, who are trained for this purpose.
- d) IEM Secretariat will normally help in arranging for the Professional Interview by coordinating with both the Interviewers and the Candidate regarding the date, time and venue.
- e) Once the date of Professional Interview has been agreed and fixed, the Candidate shall have to abide by it.
- f) Candidate may request for postponement of the Professional Interview, if he/ she can provide valid reason that are acceptable to the Interviewers. However, the postponement can only be considered if it is within one (1) month from the original date of Professional Interview, otherwise it shall render the Professional Interview null and void; and the Candidate shall have to make a fresh application.

ii. Conflict of Interest

- a) Candidate should not be interviewed by any of the following:
 - Supporter for the application
 - A person who has verified Candidate's application form
 - A person employed in the same or related organisation as the Candidate
 - A person who has close family relationship with the Candidate
 - A person who is a close friend of the Candidate
 - Any person who may have commercial relation with the Candidate or conflict of interest, either for or against the Candidate
- b) It is the Candidate's ethical duty to request for a change of Interviewers before the Interview, if one or more of the above-mentioned conditions exist.

iii. Oral Interview

- a) The Oral Interview will normally be allocated 90 minutes for each Candidate.
- b) Candidate should arrive at the venue for Interview at least 15 minutes before the start of the Oral Interview to allow time to settle down and get ready.
- c) While there is a need to be flexible in the Oral Interview, the format is typically arranged as follows:
 - Introduction
 - 15-Minute Presentation by the Candidate
 - 60 - 90 Minutes of "Questions & Answers" Session
 - Opportunity for Final Evidence
 - Conclusion
- d) The Oral Interview will be conducted in the selected language, either in English or Bahasa Melayu.
- e) Candidate will be requested to show his identity card or passport to the Interviewers for verification. This is to ensure the right Candidate is being interviewed.
 - **Presentation**
 - The presentation will be allocated 15 minutes. The Candidate is expected not to exceed the allocated time.
 - The content of the presentation shall be based on a piece of work or project from your Training & Experience Report - Portfolio of Evidence that best demonstrates Competency Categories A and B. This should be concise, enough to give key points of your personal technical contribution to the work or project presented.
 - The presentation format is your choice. This may involve one or more of the followings:
 - ✓ A computer-based presentation such as PowerPoint presentation (Typically 5 slides)
 - ✓ A paper-based presentation
 - ✓ A verbal presentation without any other aids.
 - It is important that you discuss with the IEM Secretariat to help arrange the use of visual aids. The IEM Secretariat may not be

able to guarantee the facilities to support all audio, visual or IT requirements.

- The Candidate are required to bring three (3) paper copies of their presentation materials (maximum A3 size) to the Oral Interview, one (1) of which will be retained by IEM and the other two (2) will be passed to the Interviewers. Please ensure that the animation created by the computer-based presentation will not hinder the legibility of the presentation materials when the hard copies are printed out.

➤ **Question & Answer**

- Interviewers will generally use the career history of the application form as the agenda for the Oral Interview. They will encourage the Candidate to talk about his/ her experience in chronological order to draw out evidence of competency during the discussion.
- The Candidate should be prepared to explain the technical content of his/ her works as the Interviewers will probe specific competence areas.
- The Candidate should also be prepared to expand other aspects of his/ her work including leadership & management, communication & interpersonal skills, professional commitment, etc.
- Matters related to commercial sensitivity or governed by the Official Secrets Act are unlikely to be an essential part of the Oral interview. The Candidate will not be required to divulge them.
- Interviewers will normally cover the full range of competencies by the end of the Oral Interview. They will ask questions in a clear and concise manner. The Candidate will have to make sure that he/ she understand the questions first before attempting to give an answer.

➤ **Opportunity for Final Evidence**

- At the end of the Oral Interview, the Candidate will be given the opportunity to:
 - ✓ Raise any point which he/ she feels that he has not covered during the discussion
 - ✓ Give any evidence which he/ she feels may help with the assessment of his case
 - ✓ Ask any question he/ she may have

➤ **End of Oral Interview**

- The Candidate will NOT be allowed to change the engineering discipline on which he/ she has been interviewed, to the one thought to be more appropriate.
- Similarly, the Interviewers are NOT allowed to do likewise.

iv. Technical Essay Written Examination

- a) At the end of the Oral Interview, Candidate will be asked to proceed to the second part of the Professional Interview, namely the Technical Essay Written Examination (unless otherwise exempted for the Candidate who has fulfilled the conditions of exemption). The Candidate will be allocated 90 minutes to complete the essay.
- b) In the Technical Essay Written Examination, the Interviewers will normally set two (2) questions, of which the Candidate chooses one (1) to answer. The set questions are typically related to the technical aspects of the work in which the Candidate has gained substantial experience.
- c) The Technical Essay Written Examination will be assessed based on two (2) main Competency Categories, namely, T – Technical knowledge and application (T1, T2, T3) and W – Writing proficiency (W1, W2, W3):

T	Technical Knowledge and Application
T1	Understands the scientific and engineering fundamentals of related discipline and own specialization
T2	Applies the appropriate theoretical and practical methods to the analysis and solution of engineering problems
T3	Applies the engineering knowledge related to local practices, codes, standards, specifications, materials, products, environments, etc
W	Written Communication / Proficiency
W1	Understands the question clearly and answers with suitable technical contents and relevant examples
W2	Presents the answer with good structure, proper heading and paragraphing as well as conciseness, coherence and cohesion
W3	Presents the answer legibly with good grammar, lexicon, spelling, and punctuation

- d) Outstanding candidates may be exempted from the Technical Essay Written Examination upon reviewed by the Interviewers during the oral presentation.
- e) The Candidate is required to answer the questions in hand-writing. Candidate is not permitted to bring any form of reference materials, or use electronic devices with content accessibility such as notebook, portable computer or mobile phones, etc. during essay writing.
- f) In the event that the Candidate is found to have violated the rule, the Interviewers reserve the rights to terminate the Technical Essay Written Examination and the Candidate is deemed to have failed the Technical Essay Written Examination.

v. Preparing for Professional Interview

- a) The best way to prepare for the Professional Interview is to review the Application Form and the Training and Experience Report – Portfolio of Evidence.
- b) Identify and determine the experience best demonstrate the required range of competencies. Highlight the contribution.

- c) In rare case where the Candidate has physical writing impairment, he/ she should communicate with IEM Secretariat to check if special arrangement could be made. IEM will try to make the necessary arrangement where possible.

vi. Post Interview

- a) The Interviewers will NOT indicate to the Candidate the result of the Professional Interview on the day of interview, as they have to go through the due process.
- b) At the end of the Professional Interview, the Interviewers will produce a report to IEM Secretariat. The Candidate will be informed of the outcome when a decision is made by relevant Committees in IEM.

vii. Appeal

- a) The Candidate has the right to appeal against the FAIL interview result. The appeal shall be submitted within thirty (30) days from the date of notification of the result.
- b) Appeal Procedure:
 - the Candidate is required to submit the Professional Interview Result Appeal Form (IEM PI C400); and
 - pay the Appeal Fee, as advised by IEM
- c) An appeal may be made on the following grounds only:
 - extenuating circumstances occurring during the application process or Oral Interview and/ or
 - departure from the IEM's application or Oral Interview procedures.
- d) An appeal shall not be considered on the ground of the Interviewers' assessment of the candidate's performance.
- e) The decision of the relevant IEM Committees on the appeal shall be final.

4. GLOSSARY

- **Applicant** means an engineer, who has made an application to attend the Professional Interview conducted by IEM after satisfying the necessary requirements.
Applicant should typically have gained an accredited engineering degree and subsequently accumulated a minimum of three-years practical training and experience as an engineer (three (3) years after registered with the BEM as Graduate Engineer), inclusive of one (1) year experience in Malaysia under the supervision of a Professional Engineer with same discipline.
- **BEM** means “Board of Engineers Malaysia”, a body corporate under the Ministry of Works Malaysia to regulate the engineering profession in Malaysia.
- **BEM Graduate Engineer** means an engineer registered with BEM after graduating with an accredited degree.
- **Candidate** means an Applicant who has been assessed and approved by IEM to sit for the Professional Interview. Candidate should have been registered with BEM as Graduate Engineer
- **Competency** means the ability to carry out a task to an effective standard, of which the achievement requires the necessary level of knowledge, understanding and skill, as well as a professional attitude. It is part of the requirement that must be demonstrated in order for an Applicant to be admitted as a Corporate Member of IEM. The formation process of professional competence generally involves a combination of formal education and practical training and experience.
- **Competency Categories** means a group of Competency Elements that are classified under a broad area of professional competency required for the assessment in Professional Interview. The five (5) groups of Competency Elements form a matrix to enable Professional Interviewers to evaluate and assess the Candidates. [Refer to IEM PI A401]
- **Competency Elements** means a component of Competency Category that describes a specific area of professional competency against which the PI Candidate is assessed for his level of attainment based on a specific set of standard criteria. Applicants will be required to provide evidence of competence against each of the eighteen Competency Elements. [Refer to IEM PI A401]
- **Competency Evidence** means the evidence drawn from the work experience of the Applicant as he/ she has encountered engineering problems or engaged in engineering activities. [Refer to IEM PI A401 for the requirements]
- **Competency Standard** (Refer to IEM PI 0100) consists of eighteen “Competency Elements” grouped under five “Competency Categories”. The Competency Standard demonstrates the underpinning knowledge and understanding of engineering fundamentals, application abilities, leadership and management skills, interpersonal skills, and personal commitment to the profession that must be demonstrated in order to practice professionally.
- **Engineering Sub Branches** means the sub-disciplines of engineering studies in which the Applicant has practiced during his/ her training due to his/ her unique nature of work, such as structural, transportation, geotechnical, construction, environmental, building, mining, manufacturing, agricultural, aerospace,

automotive, building services, marine, material, mechatronic, metallurgy, naval architecture, nuclear, electronic, communication, computer, petroleum, process, etc. As a prerequisite for his engineering training, he must have sufficient experience in both design and field work supervising his area of expertise.

- **Engineering Experience** means the period, in man-months, of training and experience of the Applicant in an engineering work, inclusive of lecturing in institutions of higher learning. All trainings during the period have to be supervised by a Supervising Engineer or his Mentor.

Applicant can gain professional engineering competency, and the evidence thereof, in the course of his training, especially in providing solution to engineering problems. From the compilation of his/ her Training and Experience Report – Portfolio of Evidence, the Applicant can self-assess whether he is ready to make an application to attend his professional interview.

Design Experience means the training experience in which the Applicant plans, manages and executes process and engineering design work, feasibility study, research and development work, or operation and maintenance work.

Field Experience means the training experience in which the Applicant is involved in site supervision, investigations and verifications, testing and commissioning, as well as trouble-shooting in the field.

Field experience shall not consist merely of periodical and routine inspections, attending routine meetings, but shall have to include activities which demonstrate engineering proficiency and competency like trouble-shooting, site situational problem solving, clarifying of design uncertainties, proposing of better alternative designs, reviewing parameters and improving work procedures and standard practice, surveys, material testing and work sequencing.

Lecturing or Research and Development Candidate means a “Teacher in Engineering” who is engaged in lecturing an engineering or engineering technology degree or diploma programme or engaged in engineering research work. As a prerequisite for his/ her engineering training, he/ she must spend a minimum aggregate of twelve (12) months (cumulative) in a combination of design and field experience outside his Institution of Higher Learning, under the supervision of an external supervising engineer or mentor.

Operation and Maintenance Candidate means the Applicant whose experience lies in the operation and maintenance of engineering plant or system, which forms the prerequisite for him to qualify to attend the Professional Interview.

- **IEM Branch** means one of the twelve (12) regional IEM branches, from which the Applicant may choose as his/ her preferred venue for his/ her Professional Interview, other at the IEM HQ. The twelve (12) IEM Branches are Kedah/ Perlis Branch, Penang Branch, Perak Branch, Negeri Sembilan Branch, Melaka Branch, Southern Branch, Pahang Branch, Terengganu Branch, Kelantan Branch, Sabah Branch, Miri Branch and Sarawak Branch.
- **IEM Corporate Member** means a member of IEM who has been admitted or transferred into the grade of Member (MIEM) or Fellow (FIEM) upon satisfying the IEM Council that he/ she has attained such standard and criteria as set by the Council being evidence of his/ her proficiency as a professional engineer.

- **IEM Council** means the elected governing body of IEM with the mandate to direct and manage all property and affairs of the Institution, including conducting the Professional Interview for the purpose of admission or transfer as Member of IEM (MIEM).
- **IEM Graduate Member** means a member of IEM who has been admitted or transferred into the grade of Graduate Member (Grad IEM).
- **IEM Engineering Competency Development (ECD)** means the training scheme organized by IEM to provide guidance to IEM Graduate Member on a proper practical training so as to ensure that such training fulfils the requirements for his / her transfer to the grade of MIEM.
- **IEM Monthly Bulletin** means the monthly bulletin called 'Jurutera' published by IEM to communicate to its members on matters affecting the Institution in particular and the engineering profession in general.
The names of all Professional Interview Candidates will be published in this bulletin. If any IEM Corporate Member has any reason as to why any of the Candidates is not a fit and proper person for election or transfer as a Member of IEM (MIEM), he/ she should communicate in writing to the Honorary Secretary within a month from the date of publication.
The names of successful Candidates will be published after the IEM Council has approved the election/transfer to the grade of MIEM.
- **Interviewers** mean the two (2) IEM Corporate Members assigned by the Professional Interview Board to conduct the Professional Interview.
- **MAB or Membership Application Board** means the Sub Committee in IEM designated to assess the "IEM Professional Interview Application Documents" submitted by the Applicant before deciding whether or not Applicant is ready to proceed for the Professional Interview.
- **Mentor** means an IEM Corporate Member who has been assigned to supervise the practical training of an IEM Graduate Member under the IEM Engineering Competency Development (ECD). The mentor is typically of the same discipline as that of the mentee.
- **Oral Interview** is the first session of the Professional Interview, whereby the Candidate will be assessed by two (2) Interviewers to determine whether he/ she has attained the level of competence for election/ transfer to the grade of MIEM.
- **Peer Review** is a process by which the professional engineering competence of Candidate is checked by IEM Corporate Members (the would-be peers of Candidate) in the same engineering discipline to ensure that he/ she meets the necessary standards before he is admitted as one of their peers.
- **Portfolio of Evidence** means a collection of verified facts and/ or documents that Applicant must compile and present as the required evidence to show his/ her competence against the eighteen (18) competency elements grouped under five competency categories (Refer to IEM PI A401).
- **Professional Engineer** means the professional title given to engineers who meet the standard of competence required by the Board of Engineers Malaysia for registration as a professional engineer. Becoming a MIEM satisfies the requirement to be registered as a professional engineer under subsection 10(2) (a) (ii) (c) of the Registration of Engineers Act 1967 (Revised 2015).

- **Professional Interview Application Documents** means the Application Forms, Training and Experience Report – Portfolio of Evidence and the Technical Annexe submitted by the Applicant with the intention to sit for the Professional Interview.
- **Professional Interview Board** means the Sub Committee within the Institution assigned by the IEM Council to manage the Professional Interview.
- **Regulation on Professional Conduct** means a set of code intended to cover all eventualities on how an IEM Corporate Member or a professional engineer shall conduct himself/ herself, written in general terms based on broad ethical principles.
- **Supervising Engineer** means an IEM Corporate Member, or equivalent professional affiliation, of the same discipline who has personal knowledge of the Applicant/ Candidate's roles and responsibilities within the same organization or company.
- **Technical Annexe** means the one of the two documents to be submitted by the Applicant when submitting his/ her Professional Interview Application Documents. The Technical Annexe shall follow the requirement of the relevant major engineering branches; and may include one or more of these areas of work, namely design work, feasibility study, research and development work, operations and maintenance work, or other engineering work.
- **Technical Essay Written Examination** means the second session of the Professional Interview, whereby the Candidate is required to write a technical essay based on the questions prepared by the Interviewers relating to his/ her practical experience.
- **Training and Experience Report – Portfolio of Evidence** means a prescribed format in which Applicant is required to compile and present a collection of facts and documents as the required evidence to show his/ her competence gained during his/ her work experience against the eighteen competency elements grouped under five competency categories. This shall form a basis for assessing his/ her readiness to sit for the Professional Interview (Refer to IEM PI A401).
- **The Institution of Engineers, Malaysia (“the Institution”)** is a society established to promote and advance the science and profession of engineering in any or all its disciplines and to facilitate the exchange of information and ideas related to engineering.
- **Unsuccessful Candidate** means the Candidate who has not satisfied the IEM Council that he/ she has attained such standard and criteria as set by the Council being evidence of his/ her proficiency as a professional engineer.