

How to form a petition for IEEE Student Branch and MTT-S Chapter ?

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IMPORTANT INFORMATION :

Note :

- 1. For IEEE Student Branch petition, signatures of 12 student members will be required, all the communication to sign the petition will be shared through email.**
- 2. For IEEE Student Branch Chapter, signatures of any 6 (random) student members from IEEE Student Branch will be required.**

Hence, it is advised to check email regularly, after filing of the petition. Also, If a student branch already exists at any institution, you can directly proceed for IEEE Student Branch Chapter formation.

Pre-requisites to form an IEEE Student Branch :

ORGANIZERS	<ul style="list-style-type: none"> • The Organizer must be an active IEEE member of Student or Graduate Student Member grade and attend the school • The Organizer shall serve as the interim Student Branch Chair pending election at a later date
ENDORSERS	<p>Student Branch petitions must be endorsed by the following:</p> <ul style="list-style-type: none"> • 1 Institutional Department Head (need not be an IEEE member, but must create an IEEE Web Account to Endorse.) • 1 Faculty Counselor, who must be an active IEEE member of Graduate Student Member grade or higher, teaching in the IEEE designated fields of interest • 2 Faculty Members, who must be an active IEEE member of Graduate Student Member grade or higher, teaching in the IEEE designated fields of interest <p>Endorsers will be invited to endorse the petition once the petition has been verified by IEEE Staff.</p>
PETITIONERS	<p>Student Branch petitions must be signed by the following:</p> <ul style="list-style-type: none"> • 12 active IEEE members of Student or Graduate Student Member grade who attend the school <p>Qualified members will be invited to sign the petition once the petition has been endorsed by all Endorsers.</p>
APPROVERS	<p>Student Branch petitions must be approved by the following:</p> <ul style="list-style-type: none"> • Region Director (or their designee) • Regional Student Activities Chair <p>Approvers will be invited to approve the petition once the petition has been signed by 12 Petitioners.</p>

Note : The organizer of the petition must be the Student Branch Chair.

FLOW - CHART

Open the link that is provided below.

Sign in to the IEEE portal using your credentials.

Follow the steps to fill in details such as organizer information, etc, click on next

Fill in the relevant details as mentioned

On final submission, your petition will be submitted.

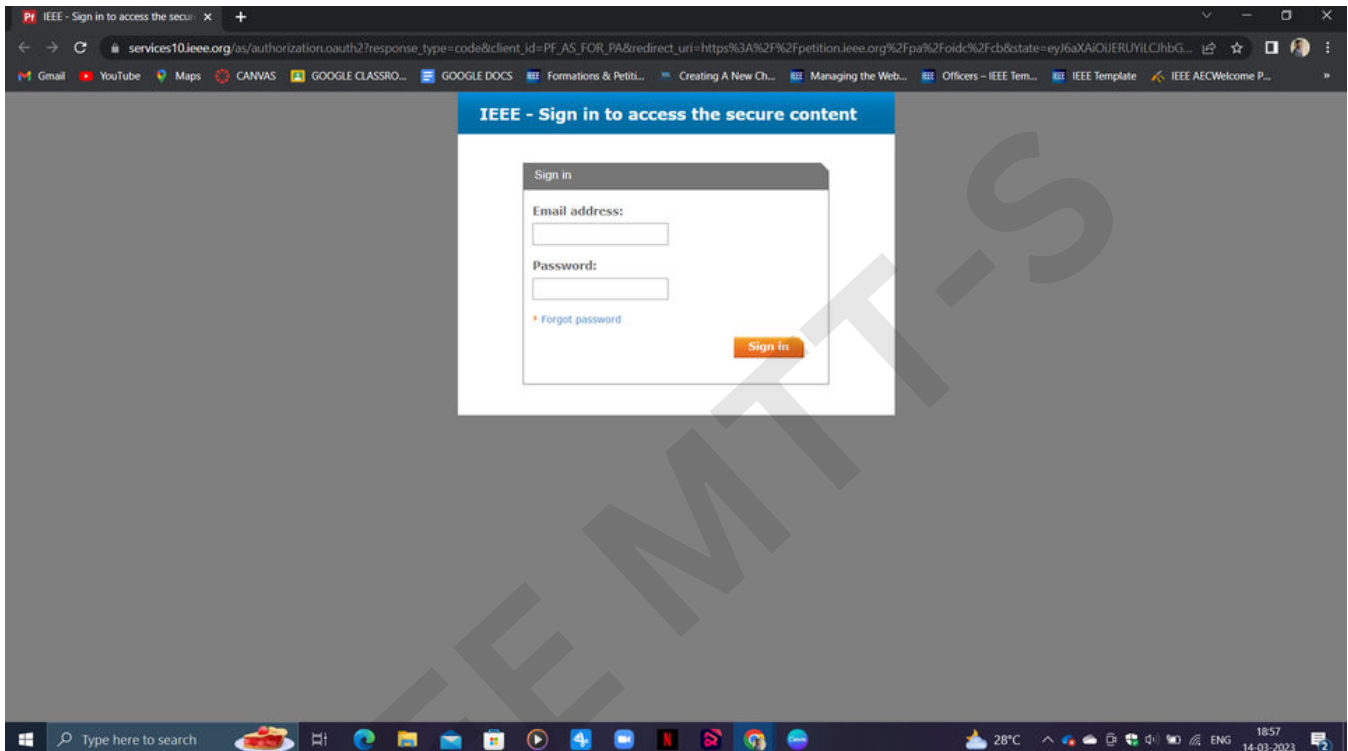
Can check the status from the homepage of the petition.

CASE 1 : - TO FORM A STUDENT BRANCH

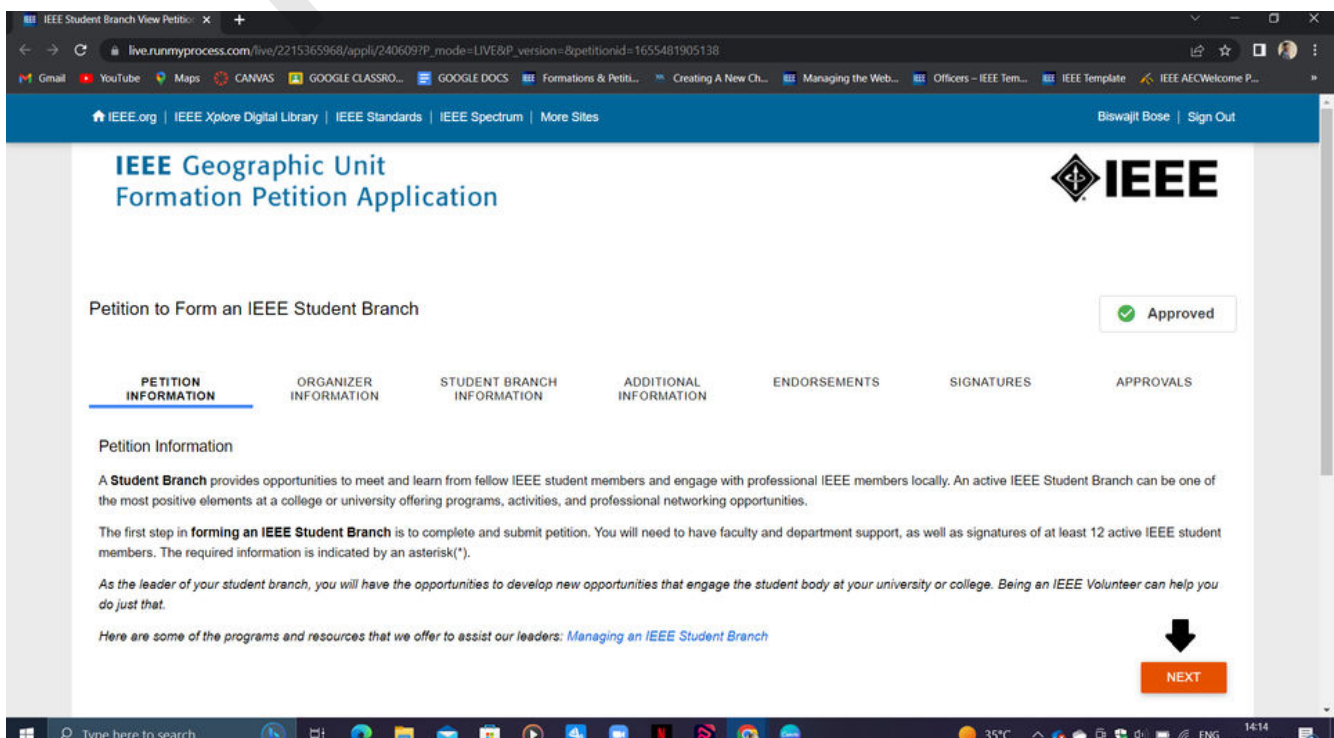
1. Open through the link provided in your browser

https://petition.ieee.org/bpmsignin/geopetitionshttps://live.runmyprocess.com/live/2215365968/appli/233967?P_mode=LIVE&P_version=

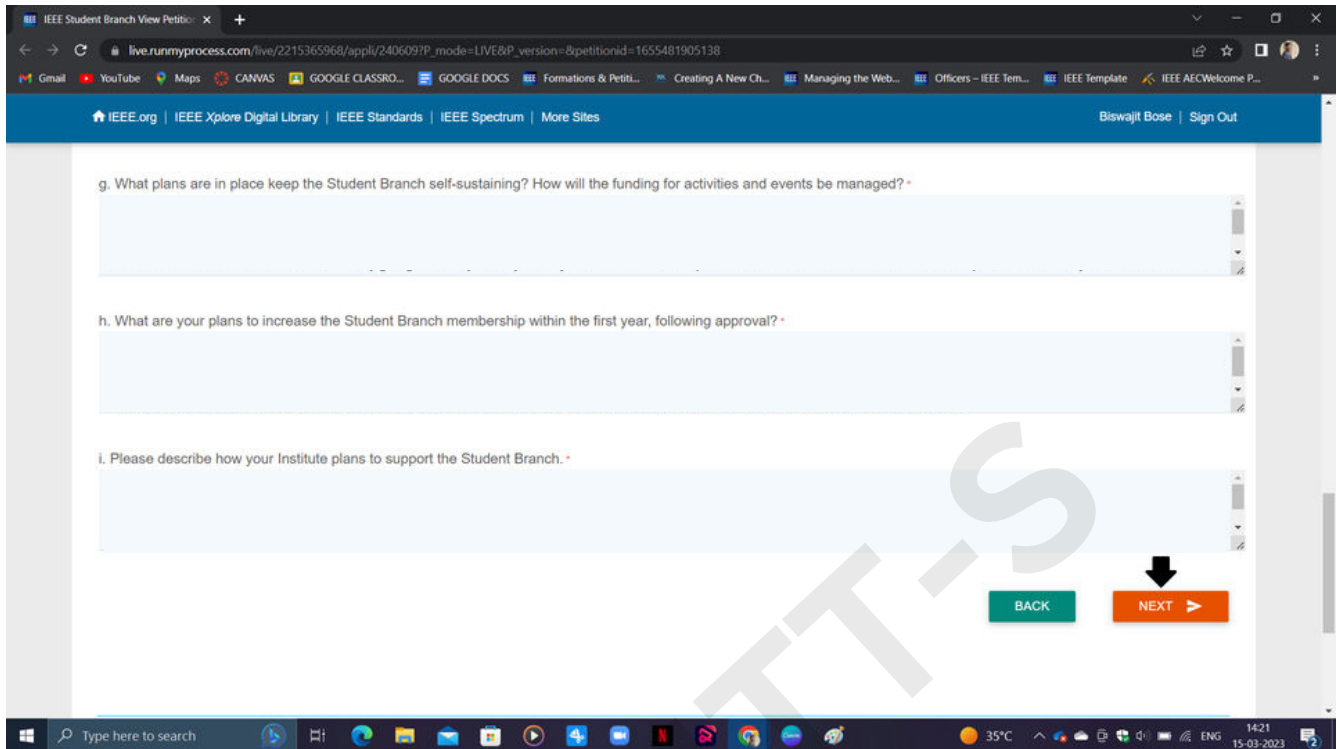
2. The following webpage will appear, where the Student Branch Chair needs to login with his/her IEEE credentials.



3. After successful sign-in, the homepage for filing a petition appears, click on **NEXT**

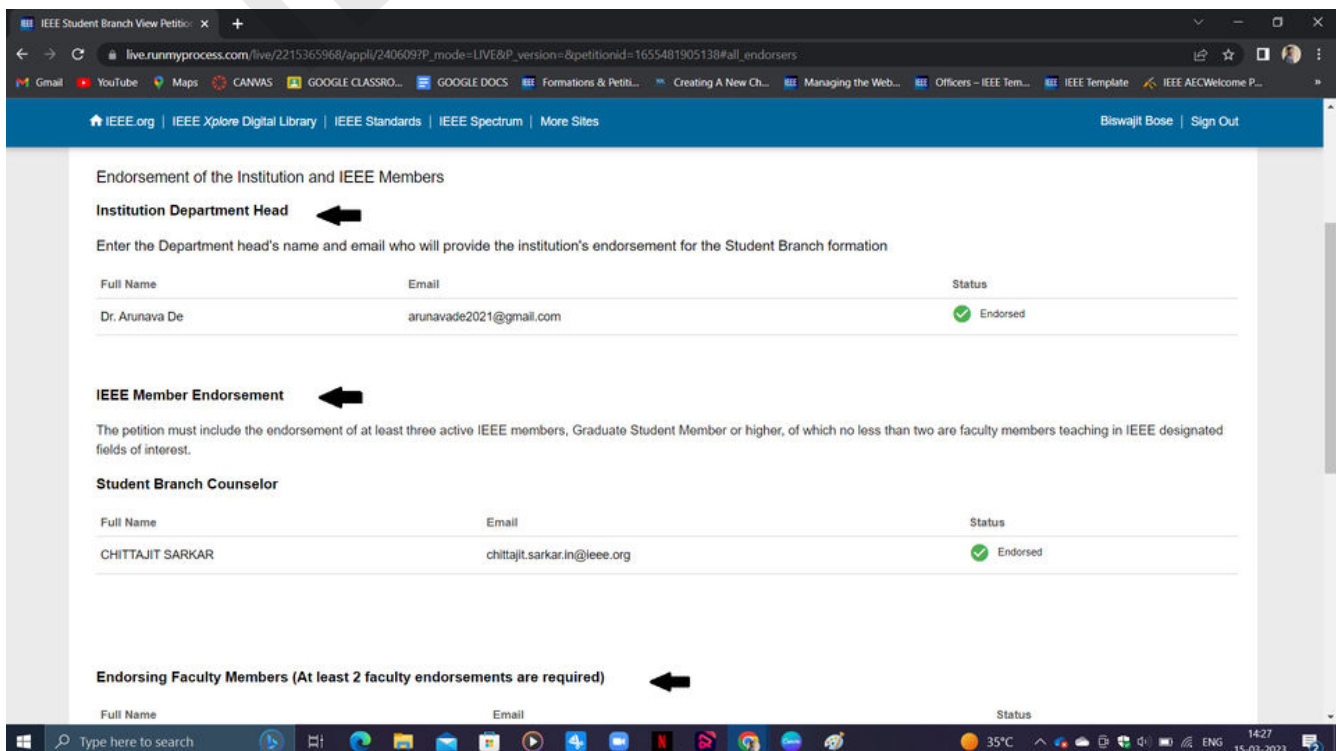


4. Fill all relevant information at the **ORGANIZER INFORMATION PAGE, STUDENT BRANCH INFORMATION, ADDITIONAL INFORMATION** and then click **NEXT**



NOTE : On the **ADDITIONAL INFORMATION** page, a set of questionnaire appears, fill it accordingly and click on **NEXT**

5. After clicking on **NEXT**, **ENDORSEMENTS** section will open, and you need to give details of the **Institution Department Head (can/cannot be an IEEE member**, also fill details of **Student Branch Counselor following two IEEE faculty members from the college**, then click **NEXT** and then again **NEXT**

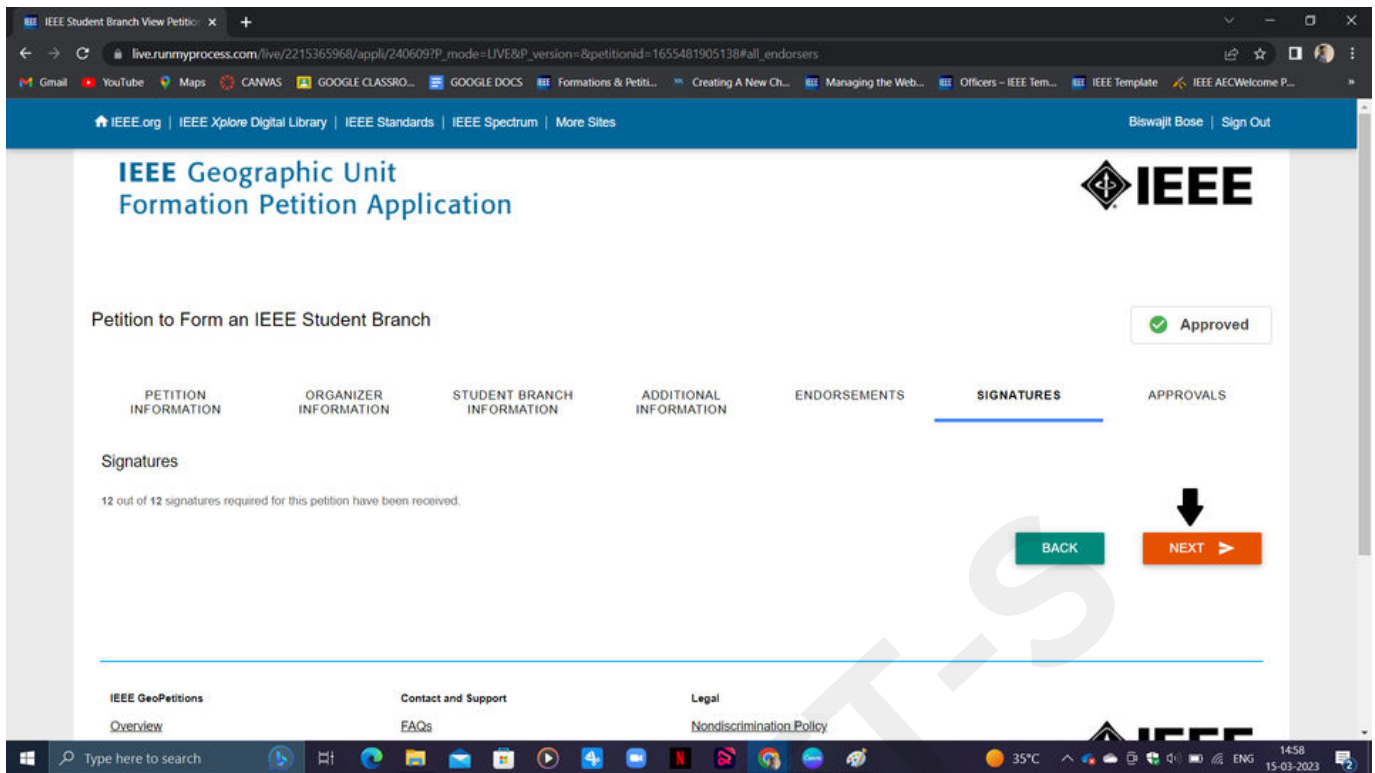


Endorsement of the Institution and IEEE Members		
Institution Department Head ←		
Enter the Department head's name and email who will provide the institution's endorsement for the Student Branch formation		
Full Name	Email	Status
Dr. Arunava De	arunavade2021@gmail.com	✓ Endorsed

IEEE Member Endorsement		
←		
The petition must include the endorsement of at least three active IEEE members, Graduate Student Member or higher, of which no less than two are faculty members teaching in IEEE designated fields of interest.		
Full Name	Email	Status
CHITTAJIT SARKAR	chittajit.sarkar.in@ieee.org	✓ Endorsed

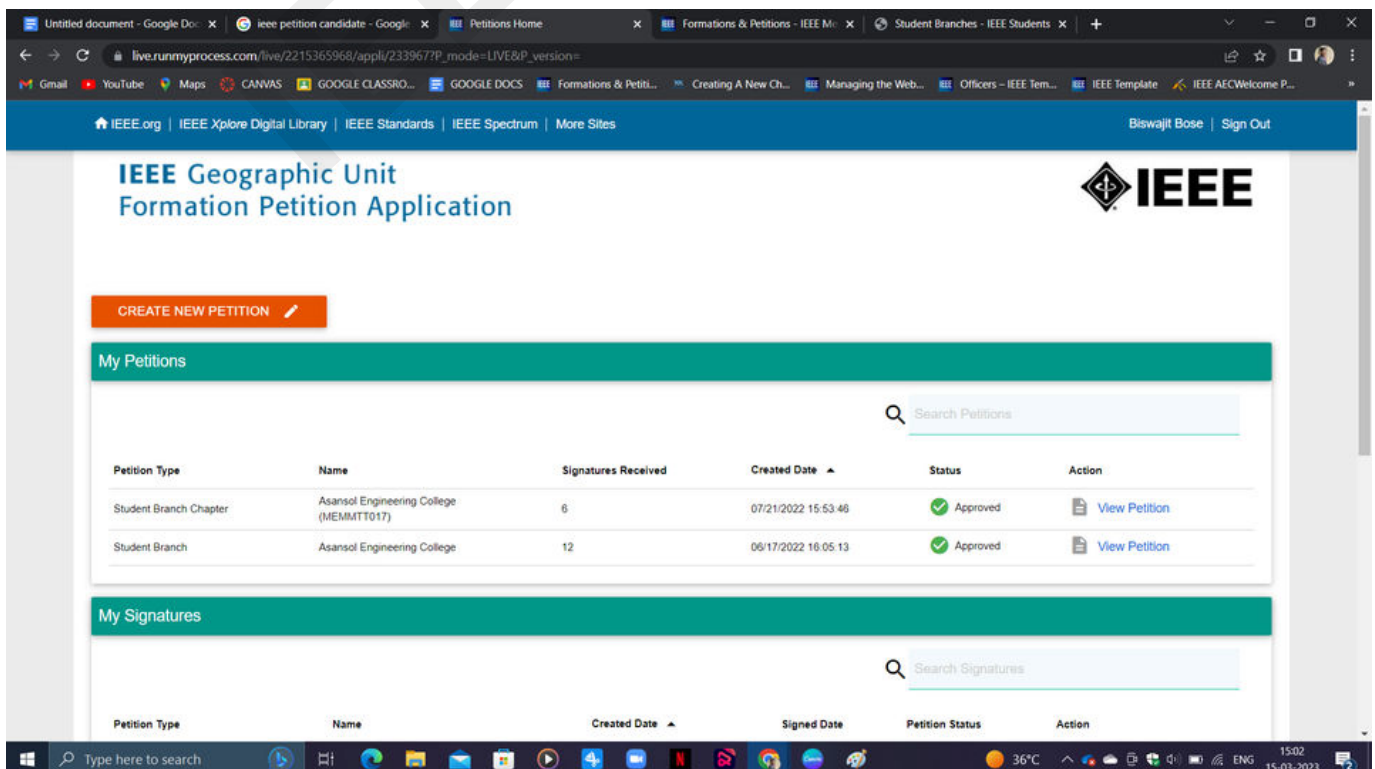
Endorsing Faculty Members (At least 2 faculty endorsements are required)		
←		
Full Name	Email	Status

5. Clicking on **NEXT** and then again **NEXT** will submit your petition.



6. Your petition to form IEEE student branch will be submitted successfully,

Alternatively, you can check the status of your petition from the petition homepage, once it gets approved all details will be shared through Organizers email.



Pre-requisites to form a MTT-S IEEE Student Branch Chapter :

ORGANIZERS	<ul style="list-style-type: none"> • The Organizer must be an active IEEE member of Student or Graduate Student Member grade and attend the school • The Organizer must be an active member of the Society(ies) or Council(s) involved • The Organizer shall serve as the interim Student Branch Chapter Chair pending election at a later date
ENDORSERS	<p>Student Branch petitions must be endorsed by the following:</p> <ul style="list-style-type: none"> • The current IEEE Student Branch Counselor, who will endorse the petition on behalf of the IEEE Student Branch Executive Committee • Student Branch Chapter Advisor, who must be an active IEEE member of Graduate Student Member grade or higher, Faculty Member of the school, and an active member of the Society(ies) or Council(s) involved <p>Endorsers will be invited to endorse the petition once the petition has been verified by IEEE Staff.</p>
PETITIONERS	<p>Student Branch Chapter petitions must be signed by the following:</p> <ul style="list-style-type: none"> • 6 active IEEE members of Student or Graduate Student Member grade who attend the school, and are members of the Society(ies) or Council(s) involved <p>Qualified members will be invited to sign the petition once the petition has been endorsed by all Endorsers.</p>
APPROVERS	<p>Student Branch Chapter petitions must be approved by the following:</p> <ul style="list-style-type: none"> • Region Director (or their designee) • Regional Student Activities Chair • Society/Council President, for each Society/Council involved <p>Approvers will be invited to approve the petition once the petition has been signed by 6 Petitioners.</p>

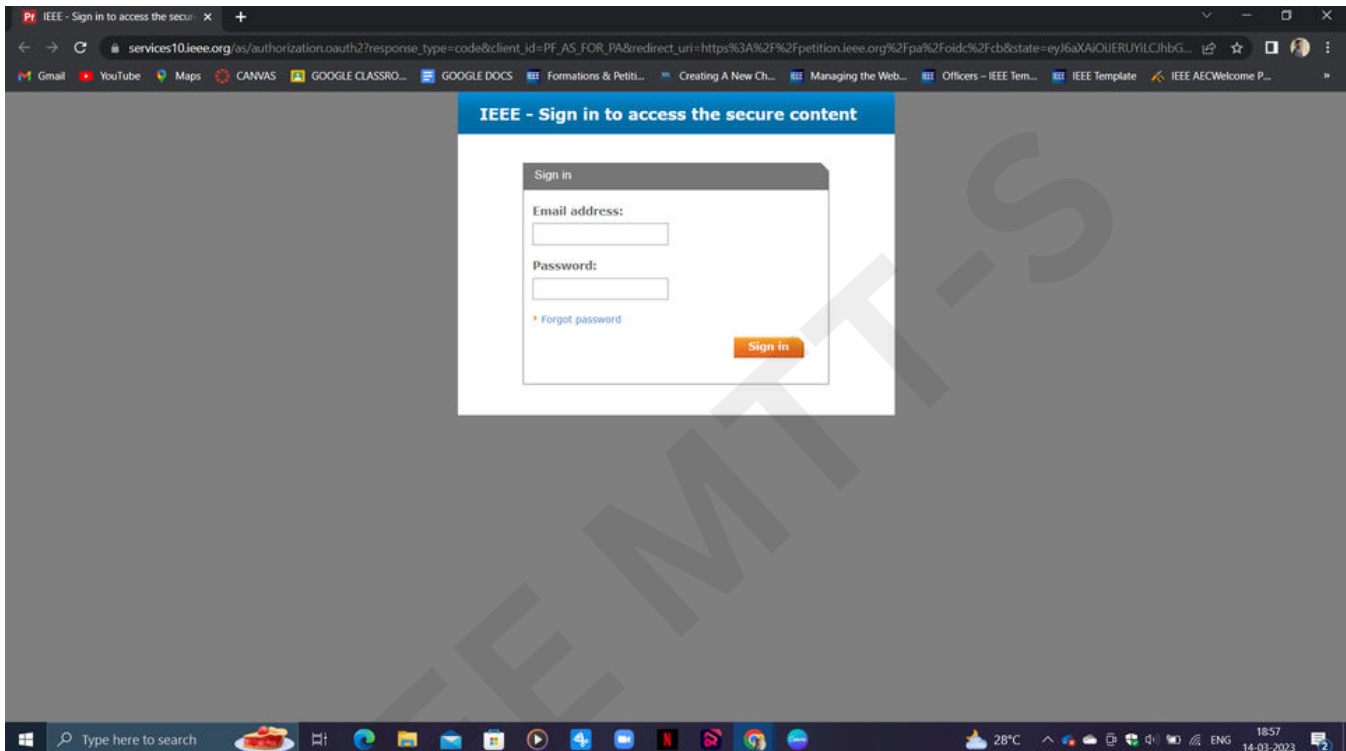
Note : The organizer of the petition must be the Student Branch Chair.

CASE 2 : - TO FORM A MTT-S STUDENT BRANCH CHAPTER

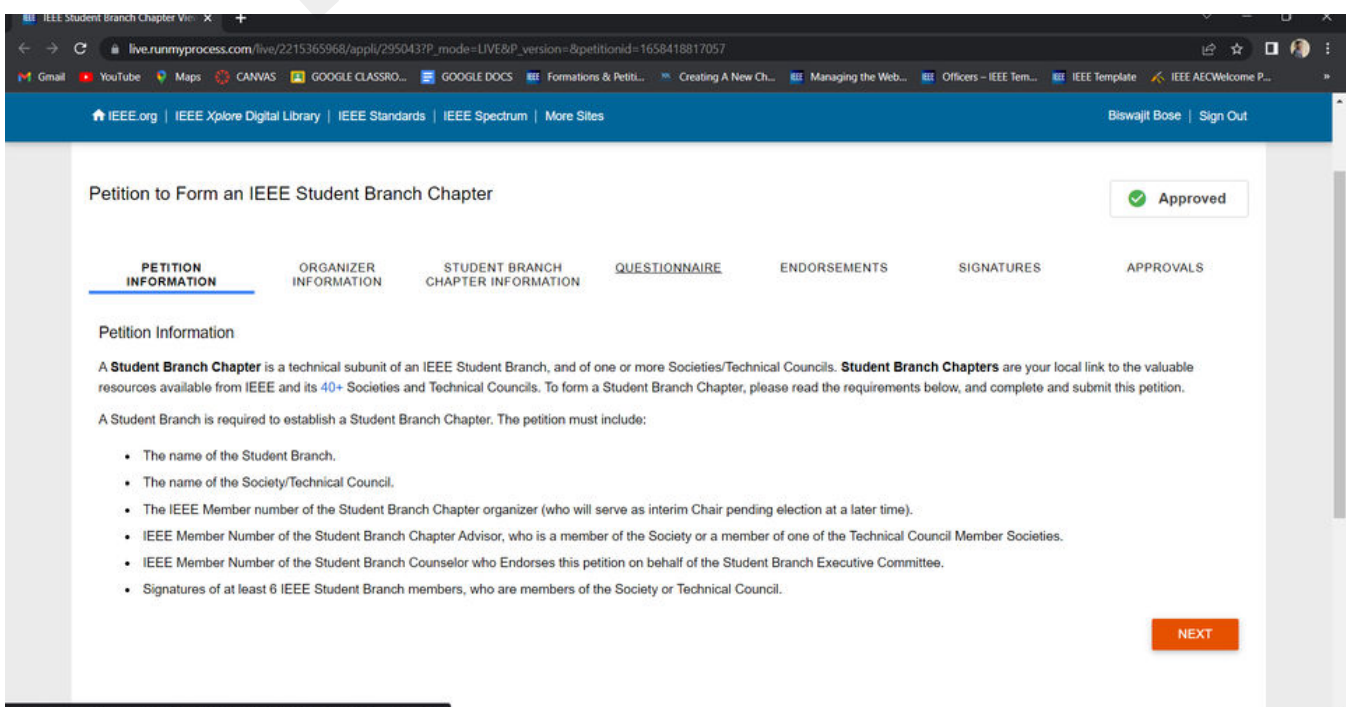
1. **Open through the link provided in your browser**

https://petition.ieee.org/bpmsignin/geopetitionshttps://live.runmyprocess.com/live/2215365968/appli/233967?P_mode=LIVE&P_version=

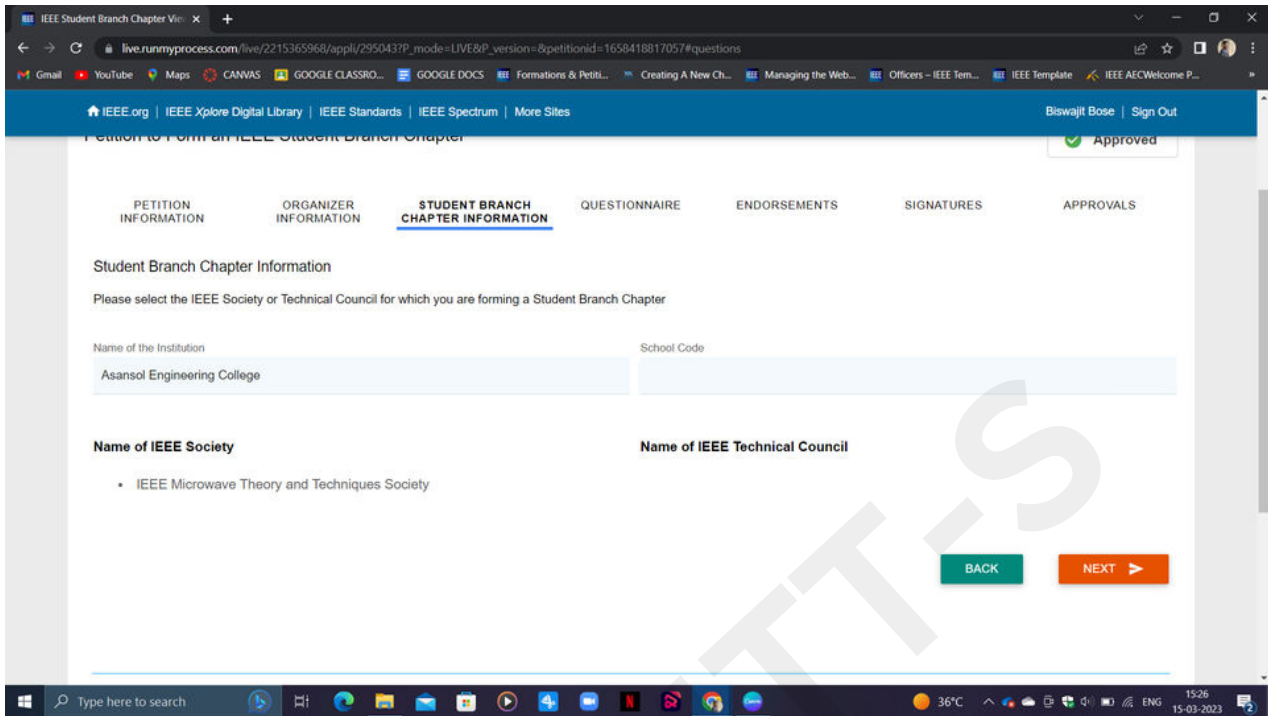
2. The following webpage will appear, where the Student Branch Chair needs to login with his/her IEEE credentials.



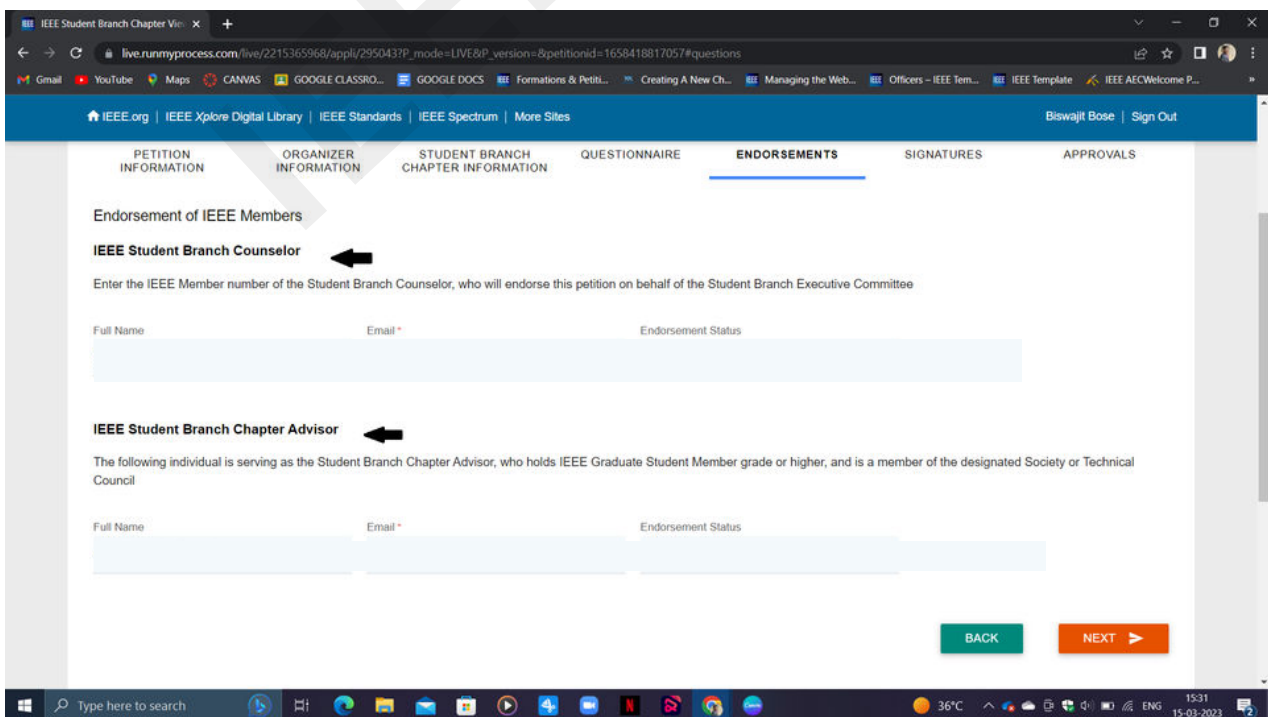
3. After successful sign-in, the homepage for filing a petition appears, click on **NEXT**



4. Fill all relevant information at the **ORGANIZER INFORMATION PAGE**. After clicking on **NEXT**, you need to fill **STUDENT BRANCH CHAPTER** information, where you need to fill your institution name and name of IEEE society or technical council : "**MTT-S**"

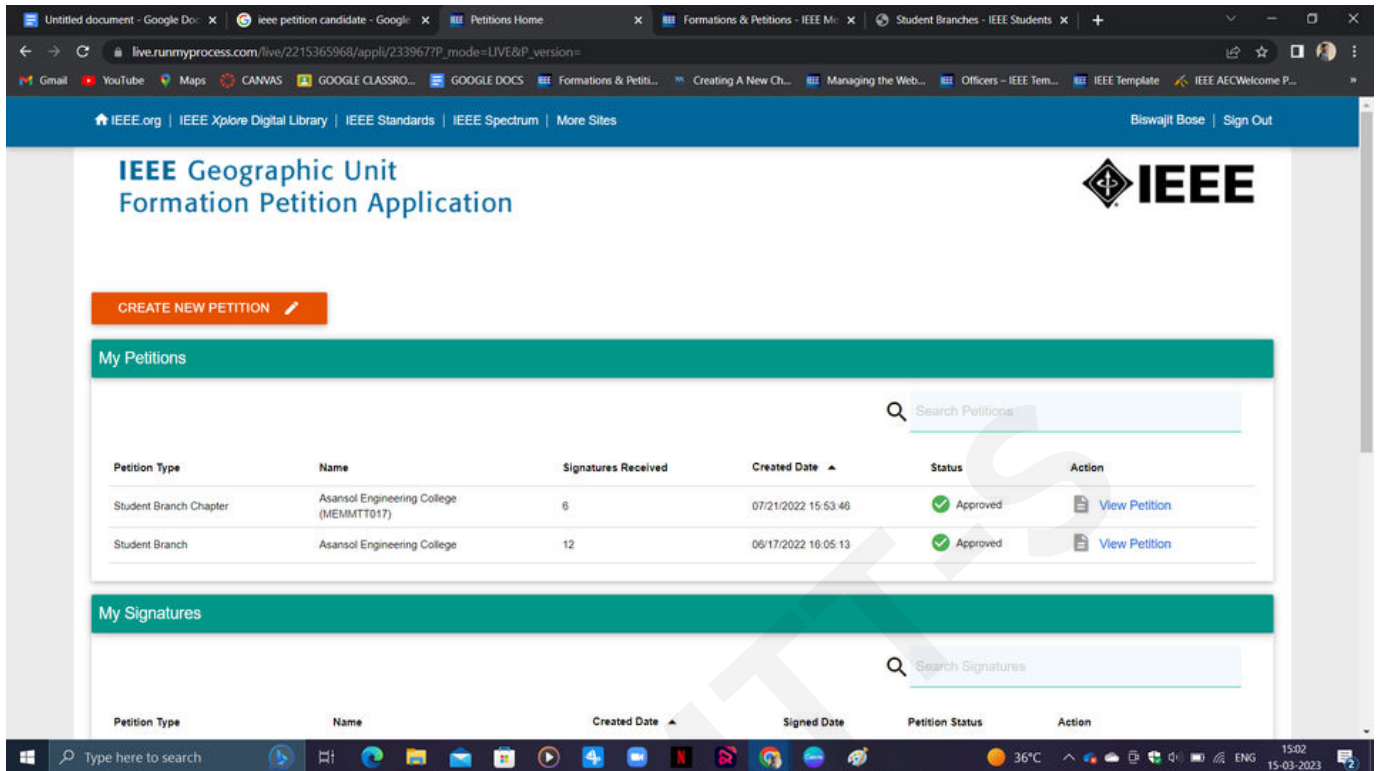


5. Clicking on **NEXT**, a set of questionnaire appears, you need to fill the answers and click on **NEXT**



Note : A Student Branch Counselor and Student Branch Advisor can be same or different persons, organizer needs to fill in the membership number of them.

6. On proceeding further, click on **NEXT** and again **NEXT**, your petition to form a Student Branch Chapter will be submitted, also you can check the status through the homepage of the petition.



The screenshot displays the IEEE Geographic Unit Formation Petition Application interface. At the top, there is a navigation bar with the IEEE logo and the text 'IEEE.org | IEEE Xplore Digital Library | IEEE Standards | IEEE Spectrum | More Sites'. Below this, the main heading reads 'IEEE Geographic Unit Formation Petition Application'. A prominent orange button labeled 'CREATE NEW PETITION' is visible. The 'My Petitions' section features a search bar and a table with the following data:

Petition Type	Name	Signatures Received	Created Date	Status	Action
Student Branch Chapter	Asansol Engineering College (MEMTTT017)	8	07/21/2022 15:53:48	Approved	View Petition
Student Branch	Asansol Engineering College	12	06/17/2022 16:05:13	Approved	View Petition

Below the table is a 'My Signatures' section, which also includes a search bar and a table with columns for 'Petition Type', 'Name', 'Created Date', 'Signed Date', 'Petition Status', and 'Action'. The Windows taskbar at the bottom shows the system time as 15:02 on 15-03-2023.

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