



Application for Membership

The Quality Assurance Agency International

for non-UK/EU applicants

Section 1: MEMBERSHIP

Please tick as appropriate

- INITIAL APPLICATION
- REINSTATEMENT
- UPGRADE

Membership No. (if known) _____

APPLICATION FOR MEMBERSHIP GRADE

- Fellow

As a Fellow of QAA, the individual has been a Member of QAA for a continuous period of not less than seven years and he/she has, in the opinion of the Board, rendered special contribution to QAA. A Fellow may use the abbreviated title "F.Q.A.A." to denote his/her membership.

- Member

As a Member of QAA, the individual holds a qualification recognized by QAA. A Member may use the abbreviated title "M.Q.A.A." to denote his/her membership.

FOR OFFICE USE ONLY		
RECEIVED DATE	VETTING DATE	ENDORSED BY MEMBERSHIP OFFICER

Section 2: PERSONAL DETAILS

Name	(Photo)
Title (Please delete as appropriate) Prof / Dr / Mr / Mrs / Ms	
Year of Birth	
Nation	
Personal E-mail	
Correspondence Address	

Section 3: ACADEMIC and PROFESSIONAL QUALIFICATION

(Please provide certified true copy of academic and/or professional qualification)

Qualification	Issuing Institution	Date

Section 4: EMPLOYMENT DETAILS

(A) Information of Current Employment

Organization/University Name	Office Address
Job Title	
Date of Commencement	
E-mail	
Main Duties	

(B) To be certified by the departmental head level of the employer

I certify from my personal knowledge that the information given by the applicant in respect of his/her current employment is correct.		
Name	Signature	Organization Chop
Job Title		
Date		

Section 5: PAST EMPLOYMENT RECORD

(List in chronological order starting with your last employment. Please continue on a separate sheet if necessary)

Employment Period	Job Title	Company/Organization

Section 6: DECLARATION

I hereby declare that the particulars given in this form are true and complete in all respects and authorize QAA International to check/verify particulars given above by me for the purpose of processing my application. I undertake, if accepted, to abide by its “Code of Conduct” as a condition of membership of QAA and to contribute, and to the activities of assurance of higher education.

Name (in block letters) _____

Signature _____ Date _____

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Event	Date	By	Remarks
Application received			
Particulars verified and checked			
Further Information Requested			
Further Information Received			
Membership Fee			
* Application Rejected			
Candidate Notified			

* Reason(s) for rejection of application

Notes of Application

I. Background

We are an independent body entrusted with monitoring & advising on standards and quality in EU & UK higher education. We also build international partnerships to enhance and promote the reputation of EU & UK higher education worldwide.

II. Personal Data

The provision of personal data and information by applicants is voluntary. The personal data and information collected will be used by QAA for purposes relating to the administration, vetting and approval of the application.

If you wish to cease our use of all or part of your personal data and information for the abovementioned, please send a written notice to our Office through email: info@qaa.world. Please note that rejecting the use, disclosure or sharing of your personal information for the above mentioned by QAA may result in QAA being unable to process your request, application or renewal.

III. General Issues

1. The application should be completed in full and must be accompanied by the following documents as appropriate: -
 - (a) photocopy of certificates relating to academic and professional qualifications;
 - (b) photocopy for proof of current employment.
2. Entrance Fee and Annual Fee are payable upon application. Please refer to the Fee Schedule in item 7 below. Applicant is required to pay on QAA Official Website. Annual fee has to be paid yearly for renewal of membership.
3. Continuing Professional Development (CPD) is the systematic updating and enhancement of skills, knowledge and competence that takes place throughout your working life. It should be closely linked to your current work. CPD can be taken from various sources including attending conferences, meetings or seminars, completing an academic course or informal reading. All QAA professionals must complete at least 20 hours of CPD activities each year.

4. Renewal of membership, upon fulfillment of the CPD requirement and the job relevance declaration, should be made in seven days after receiving our written renewal notification.
5. Any person who under the provisions resigns his/her membership shall remain liable to pay the amount of his/her current annual fee or annual subscription next due and any other sums due from him/her to QAA unless he/she has delivered to QAA in writing an intention to resign his/her membership at least one month prior to the date on which such fee becomes due. Financial year runs from 1 January to 31 December.
6. Normal processing time for membership application is about two months.
7. Fee Schedule (*Non-refundable*)

Entrance Fee	from 1 January to 31 December	
Fellow	£ 300	
Member	£ 200	
Annual Fee	from 1 January to 31 December	from 1 July to 31 December
Fellows	£ 200	£ 100
Members	£ 150	£ 75

Annex II

Check List for Submission of Application

To save time processing your application for membership, please ensure that your application is submitted with the following items/documents as appropriate: -

Item/document for all classes of membership

<input type="checkbox"/>	Affixing photograph in the Application
<input type="checkbox"/>	Employer's signature in Section 4
<input type="checkbox"/>	Certified true copies of Applicant's certificates
<input type="checkbox"/>	Applicant's signature in Section 6
<input type="checkbox"/>	Payment Receipts (a) Entrance Fee (b) Annual Fee

Additional item/document for Fellow Membership

<input type="checkbox"/>	Special Contribution to Higher Education
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