



Membership of the CIPD Academic Application form

Academic Membership Assessment

Please tick the box of the level of membership you are applying for:

- Academic Associate (Academic Assoc CIPD)
- Academic Member (Academic MCIPD)
- Academic Fellow (Academic FCIPD)

Your Institution:

You can return this application form (attaching copies of your up-to-date CV, job description and highest qualification certificate) by either email or post.

Please submit this interactive form and supporting documents as soon as possible.

Email: Scan any hard copy supporting documents and email to **AcademicAssessment@cipd.co.uk**

Post:

Academic Administration
Chartered Institute of Personnel and Development
151 The Broadway
London
SW19 1JQ

If you have any questions, please email **AcademicAssessment@cipd.co.uk** or call **+44(0)20 8612 6238**.

Please read these notes before completing the form

To help us process your application promptly, please write clearly and use **block capitals** throughout, following any instructions carefully. If your form is not completed correctly, this may delay your application.

Section 1 – Your contact details

Existing Members Membership number (if applicable): Grade

Title.....

First nameLast name

The name you supply will be used on any certificates and correspondence sent by us, so please state the name you'd prefer us to use.

Date of birth / /

If you're working in a 'politically sensitive' area (such as the armed forces, central government, police), please supply **either** a home or business address. Otherwise, please supply both.

Home details

Address

.....

.....

.....

TownPostcode.....

County

Country

Email

Tel

Mobile

By providing your mobile number, you are giving us permission to use it from time to time in order to contact you for the purposes of informing you about your membership by SMS. However, we will not use it for direct marketing campaigns.

Twitter handle

Work details

Job title

Organisation

Address.....

.....

TownPostcode.....

County

Country

Email

Tel

LinkedIn profile

My preferred daytime telephone number is:

Home Work Mobile

Please send my *People Management* magazine, membership and branch correspondence including emails to my:

Home address Work address

You'll be allocated automatically to a CIPD branch nearest to the postcode of your preferred mailing address.

Data Protection

The CIPD takes your privacy seriously and will keep your personal information private and secure. We'll use your data to manage your member account and contact you about member benefits and services. For more information, please view our privacy policy by visiting cipd.co.uk/privacy-policy

You can manage your marketing preferences by visiting our marketing preference centre at cipd.co.uk/myprofile/communicationpreference

Section 2

Main focus of your job role: Lecturing Research

Other:

If you ticked both, please enter the percentage of time spent on each area:
Lecturing Research

Current job title: Length of time in the role (years):

Please indicate the highest level you have reached in your academic education:

Degree Master's degree Doctorate
 Postgraduate Qualification MBA

Please state the year this qualification was completed:

I agree to abide by the CIPD's Code of Professional Conduct available at cipd.co.uk/codeofconduct

I also give permission for you to contact the relevant persons or organisations to verify the information in my application, if appropriate.

By submitting this form you confirm that you accept our terms and conditions which can be found by visiting cipd.co.uk/memberterms or call **+44 (0)20 8612 6208**.

Signature Date

Your application will be delayed if we don't receive all the required information. Please also ensure you complete Section 3, otherwise we can't process your application.

Section 3 – Membership fees

You will need to be in CIPD membership (having paid a one-off joining fee and a membership fee). In order to be assessed you will also need to pay a non-refundable assessment fee. Please refer to the Academic Assessment web pages [here](#) for further details of the Academic Assessment fees.

When your membership comes up for renewal, payments will be collected each year on 1 July until you advise us otherwise. We'll send you a membership renewal pack at the start of June each year to remind you how much is due.

Please indicate your preferred payment method

If you would like to pay for Academic Assessment by credit/debit card, please give us the best telephone number to contact you on and we will call you to take your payment.

Telephone

Please find enclosed a cheque for £..... (Payable to **CIPD**) If you're using a company cheque to pay your fees, please ensure that your name is clearly stated on the back.

Please invoice my organisation:

For the attention of: Purchase order (if applicable).....

Invoice address (if different to your work address)

.....
.....
.....

For office use only: Membership number

If you have any question about the event or Academic membership, please email: AcademicAssesment@cipd.co.uk

Notes

This form is for applying for Academic membership of the CIPD only.

- 1 Your membership fee is renewable annually on 1 July.
- 2 Some benefits and services may not be available to members outside of the UK and Ireland. At its absolute discretion, CIPD may at any time alter, amend, change, modify or withdraw any of the membership benefits that comprise the membership offering.
- 3 The assessment fee must be paid before the assessment can take place. Your assessment cannot proceed without it. The assessment fee covers the cost of your application being assessed, which includes the Peer Review discussion, membership decision and developmental feedback report. The fee is non-refundable irrespective of the result of your assessment.
- 4 All amounts are shown in pounds sterling. If you prefer, you can make a payment in Euros. Please visit our [website](#) for the current exchange rate. If you pay by credit/debit card, your card provider will use their own exchange rate.

Assessment Decision

Your application is assessed by our Academic Assessors based on the evidence you and your colleagues provide. CIPD do not undertake any preliminary assessment of your evidence before your appointment.

Cancellation

The Assessment fee cannot be refunded if you are unable to proceed with the assessment. If you are unable to proceed with your Peer Review discussion and have notified the CIPD no less than two weeks before it is due to take place, the CIPD will endeavour to arrange another Peer Review discussion for you. After this date a new application and fee may be required to complete an assessment application.

CIPD

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