

Application form

In making this application to become a member of the Association of Commonwealth Universities, the Executive Head of the University undertakes to ensure the observance of all the conditions and provisions of the Charter and of the Statutes, By-Laws and Regulations of the Association.

Name of institution	
Address of institution	
Country	
Post/ZIP code	
Telephone number (including country code)	
Fax number	
Website	

TYPE OF INSTITUTION (please tick one box only)	
University (publicly funded)	<input type="checkbox"/>
University (privately funded)	<input type="checkbox"/>
University college/college of university (publicly funded)	<input type="checkbox"/>
University college/college of university (privately funded)	<input type="checkbox"/>
Other institute of higher education (publicly funded)	<input type="checkbox"/>
Other institute of higher education (privately funded)	<input type="checkbox"/>
If private, type of private institution (please tick one box only)	
Non-profit	<input type="checkbox"/>
For profit	<input type="checkbox"/>

STUDENT NUMBERS IN THE CURRENT ACADEMIC YEAR		
Pre-degree	(full-time)	<input type="text"/>
	(part-time)	<input type="text"/>
Undergraduate	(full-time)	<input type="text"/>
	(part-time)	<input type="text"/>
Master's	(full-time)	<input type="text"/>
	(part-time)	<input type="text"/>
Doctoral	(full-time)	<input type="text"/>
	(part-time)	<input type="text"/>

Year in which students were first admitted	<input type="text"/>
Year of graduation of first cohort of students	<input type="text"/>
Do you award your own degrees? Y/N	<input type="text"/>
Accrediting national/regional body	<input type="text"/>
Financial year start date	<input type="text"/>

CONTACT DETAILS – EXECUTIVE HEAD	
Title	<input type="text"/>
First name	<input type="text"/>
Family name/surname	<input type="text"/>
Job title	<input type="text"/>
Telephone number (including country code)	<input type="text"/>
Email address	<input type="text"/>

CONTACT DETAILS – SENIOR LEADERSHIP
(please continue on a separate sheet if necessary)

Title	
First name	
Family name/surname	
Job title	
Email address	

Title	
First name	
Family name/surname	
Job title	
Email address	

Title	
First name	
Family name/surname	
Job title	
Email address	

Title	
First name	
Family name/surname	
Job title	
Email address	

CONTACT DETAILS – ACU AREAS OF INTEREST

In order to help you get the most out of your membership, we would like to share information with your colleagues working in ACU areas of interest. Please provide details for the main point of contact in any of the areas below that are relevant to your institution.

HUMAN RESOURCES

Title	
First name	
Family name/surname	
Job title	
Email address	

INTERNAL COMMUNICATIONS

Title	
First name	
Family name/surname	
Job title	
Email address	

INTERNATIONAL OFFICE

Title	
First name	
Family name/surname	
Job title	
Email address	

CONTACT DETAILS – ACU AREAS OF INTEREST (CONTINUED)

LIBRARIES

Title	
First name	
Family name/surname	
Job title	
Email address	

RESEARCH MANAGEMENT

Title	
First name	
Family name/surname	
Job title	
Email address	

JOINING THE ACU

Please take a few moments to tell us why your institution wants to join the ACU.

SUPPORTING DOCUMENTS

The completed application form must be submitted with the following supporting documents. If a document is not written in English originally, a translated copy must be provided. Where necessary, additional information may be requested, such as a recent prospectus or equivalent. The ACU will accept electronic links to supporting documents.

- University/institution constitution
- Instrument incorporating the university/institution under the law. This is normally either a government decree (charter, act of parliament, or equivalent) or an approval to provide higher education from a government or regulatory body established to oversee the development of higher education
- Most recent audited income and expenditure/profit and loss account and balance sheet

DECLARATION

Conditions of membership

- Members must remain in good standing with the legally recognised and approved higher education authority in the country in which they operate.
- Members will only be admitted on payment of the appropriate annual subscription.
- Subscriptions are payable annually on 1 August.
- Membership is provisional, subject to the approval of the ACU Council.
- Member institutions are responsible for any missed subscription payments and may be subject to suspension if they fail to make any such payments.

The ACU reserves the right to revoke the membership of any institution that is in breach of any conditions of membership.

Name of applicant institution

in applying to become a member of the Association of Commonwealth Universities, undertakes to observe and perform all the conditions and provisions for the time being in force, or at any time hereafter to be duly brought into force, of the Charter and of the Statutes, By-Laws and Regulations of the Association, and nominates the undermentioned person (Vice-Chancellor, President, Principal, Rector) to be its representative until further notice in the event of its admission as a member.

Disclaimer

By signing this form you, as Executive Head, agree for the ACU to contact your institution’s leadership about services that are relevant to its membership.

Name of Executive Head	
Signature of Executive Head	
Date	

University seal/stamp

Confidentiality

The ACU is registered under the Data Protection Act 1998 and as such, any information concerning the individual here mentioned and their respective records may be passed to ACU-authorized third parties (including project-specific partners). Records are regarded as confidential and therefore, only if legally required to do so, may be passed on to the appropriate authorities. Individuals have the right to request sight of, and copies of, their records, which we will provide within a reasonable timeframe. Individuals are requested to retain copies of any literature issued in relation to the provision of our services. Where applicable, we will issue these individuals with appropriate written information or copies of records as part of this agreed contract, for the benefit of both parties. Individuals are responsible for keeping their data up to date, by either updating it themselves via the members’ area of the ACU website or communicating any changes with us.

The ACU will not sell, share, or rent your personal information to any third party. We will use your email address to send emails to you only in connection with the provision of member services and other related services and products.