



## CIPD membership application form

### Academic Membership Assessment

Please tick the relevant box you wish to apply 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](mailto: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](mailto: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, please write clearly and use **block capitals** throughout, following any instructions carefully. If your form isn't completed correctly, it may delay your application.

## Section 1 – Your contact details

Existing membership number (if applicable)..... Grade.....

Title .....

First name ..... Last name .....

We'll use the name you supply on any certificates and correspondence sent by us, so please state the name you'd prefer.

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 .....

.....

.....

.....

Town ..... Postcode.....

County .....

Country .....

Email .....

Tel .....

Mobile .....

### Work details

Job title .....

Organisation .....

Address.....

.....

Town ..... Postcode.....

County .....

Country .....

Email .....

Tel .....

By providing your mobile number, you're giving us permission to use it to contact you, via SMS about your membership. We will not use it for direct marketing campaigns.

My preferred daytime phone number is:

home  work  mobile

Please send all emails and digital content to my:

home email  work email

Please send all hardcopy correspondence to my:

home address  work address

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

### Data protection

We take your privacy seriously and keep your personal information private and secure. We'll use your data to manage your member account and contact you about benefits and services. For more information, please view our privacy policy at [cipd.org/en/privacy-policy/](https://cipd.org/en/privacy-policy/)

You can manage your marketing preferences by visiting [cipd.org/uk/help/membership/manage-your-details-preferences/](https://cipd.org/uk/help/membership/manage-your-details-preferences/)

By submitting this form you're confirming you accept our terms and conditions which are [here](#)

## 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

Length of time in the role (years):

Current job title: .....

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 and Ethics*, available at [cipd.org/en/membership/professional-standards/code-of-conduct/](http://cipd.org/en/membership/professional-standards/code-of-conduct/)

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

**By submitting this form you're accepting that our membership terms and conditions apply to you.**

For these terms and conditions please visit [cipd.org/uk/terms-conditions/membership/](http://cipd.org/uk/terms-conditions/membership/) 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**)

Please invoice my organisation:

If you're using a company cheque to pay your fees, please ensure that your name is clearly stated on the back.

For the attention of: .....

Invoice address (if different to your work address)

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

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

For office use only: Membership number

### 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. The 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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Issued: November 2023 Reference: 8343ACAD ©CIPD 2023

### Data protection

We take your privacy seriously and keep your personal information private and secure. We'll use your data to manage your member account and contact you about benefits and services. For more information, please view our privacy policy at [cipd.org/en/privacy-policy/](http://cipd.org/en/privacy-policy/)

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