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HE professionals

AUA Membership Terms and Conditions

Membership categories

There are five categories of AUA membership:

- ✓ Member, MAUA
- ✓ Accredited member, AMAUA
- ✓ Fellow, FAUA
- ✓ Honorary Fellow, FAUA
- ✓ Student member, MAUA

Member

In order to become a member you must:

- ✓ Have an interest in higher education administration and management
- ✓ Send a completed application for Membership
- ✓ Pay the appropriate subscription fee

Accredited member

In order to become an Accredited member you must:

- ✓ Submit a completed application form which is approved by the panel of reviewers.
Please see the specific guidance for details:
<https://aia.ac.uk/professional-development/accreditation/>
- ✓ Pay the relevant subscription fee

Accredited members are required to renew their status every three years in order to maintain AMAUA. If renewal is unsuccessful or not sought, then status reverts to Member.

Fellow

In order to become a Fellow you must:

- ✓ Submit a completed application form which is approved by the panel of reviewers.
Please see the specific guidance for details:
<https://aia.ac.uk/professional-development/accreditation/>
- ✓ Pay the relevant subscription fee

Fellows are required to renew their status every five years in order to maintain FAUA. If renewal is unsuccessful or not sought, then status reverts to Accredited Member.

Honorary Fellow



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Honorary Fellows may be awarded this status by either the Board of Trustees or by the members at an AGM. The relevant application form should be submitted if nominations are being made by the membership.

Student member

In order to become a Student member you must:

- ✓ Be currently a registered student or have graduated within the twelve months prior to applying for membership
- ✓ Send a completed application for Membership
- ✓ Pay the appropriate subscription fee

Student Members are automatically assigned to the Concessionary subscription type.

Membership is non-transferable.

Membership subscriptions

With the exception of Student Member, within each category there are the following subscription types:

Full: for members based in the UK and Republic of Ireland

- ✓ Reduced – Salaries up to and including £22,999
- ✓ Standard – Salaries between £23,000 and £45,999 (inclusive)
- ✓ Senior – Salaries above £46,000 (inclusive)

International: for members based outside the UK and Republic of Ireland

Concessionary: for members currently retired or registered as a student, student sabbatical officer, or officer of the National Union of Students, or equivalent, or have graduated within the twelve months prior to applying.

The normal subscription period is one year. Membership is for a minimum of one year.

Every member will receive written notification that their subscription is due to expire, with details of how much renewal is and how it can be renewed.

Members can choose to pay by the following methods:

- ✓ Invoice
- ✓ Direct Bank transfer
- ✓ Cheque
- ✓ Credit or debit card
- ✓ Cash
- ✓ Direct debit (not available for international members)



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If you choose to pay by invoice, direct bank transfer, cheque or credit/ debit card payment should be made within 30 days of the start of the annual subscription, and is only deemed to be settled when the full amount is received by AUA in cleared funds.

If you wish to make a direct bank transfer payment from a UK or ROI account, please use the details below:

Account Name: Association of University Administrators

Bank Address:

Barclays Bank PLC
Manchester Universities Branch
137 Oxford Road
Manchester
M1 7EA

Sort Code: 205513

Account Number: 20130311

IBAN: GB49 BARC 2055 1353 7558 51

SWIFTBIC: BARCGB22

If you wish to make a payment by direct bank transfer from a UK or ROI bank account, please ensure this is accompanied by a remittance advice.

Please note that the AUA must receive the full amount shown on the invoice. Any fees or charges which are levied by the bank for you to make this payment should be paid by you directly and should not come out of your AUA fee payment. If you do not pay these bank charges you will still be liable for the difference between the amount that is paid to us and your total fee payable. Any shortfalls in the fee should be paid immediately.

If you wish to make a direct bank transfer payment **from an non UK or ROI account**, please use the details below:

Account Name: Association of University Administrators

Bank Address:



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Barclays Bank PLC
Manchester Universities Branch
137 Oxford Road
Manchester
M1 7EA

Sort Code: 205513

Account Number: 20131962

IBAN: GB33 BARC 2055 1320 1319 62

SWIFTBIC: BARCGB22

If you wish to make a payment by direct bank transfer from an international bank account, you must include the AUA membership number as a reference at the time of making the booking.

Please note that the AUA must receive the full amount shown on the invoice. Any fees or charges which are levied by the bank for you to make this payment should be paid by you directly and should not come out of your AUA fee payment. If you do not pay these bank charges you will still be liable for the difference between the amount that is paid to us and your total fee payable. Any shortfalls in the fee should be paid immediately.

Rights, privileges, and responsibilities of Members

All Members are required to observe and advance the AUA Statement of Values and Professional Behaviours.

The values can be found at <https://aia.ac.uk/about/#Ourvalues>

The professional behaviours can be found at <https://aia.ac.uk/develop/cpd-framework/#Theprofessionalbehaviours>

All Members are entitled to:

- ✓ attend general meetings of the Association
- ✓ receive publications as they are issued
- ✓ participate in activities provided by the Association

Student Members will receive only electronic versions of publications.

In addition, Members with full subscriptions of the Association are entitled to:



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- ✓ vote at general meetings of the association
- ✓ hold office within the Association
- ✓ vote in the Association's elections
- ✓ stand for election
- ✓ receive awards, grants and bursaries offered by the Association

Refusal, termination and cancellation of membership

If you wish to cancel your membership please notify the AUA in writing to aua@aua.ac.uk or

Association of University Administrators (AUA)
Sackville Street Building
The University of Manchester
Sackville Street
Manchester
M13 9PL

You should give at least ten working days' notice for the cancellation of your membership to take effect.

The normal subscription period is one year. In the event that the subscription fee has not been paid in full at the point of termination, you will be liable to settle the outstanding balance within seven days.

The Trustees may refuse your application for membership if, acting reasonably and properly, they consider it to be in the best interests of the Association to refuse the application. The Trustees will inform you in writing of the reasons for the refusal within twenty-one days of the decision. The Trustees will consider any written representations you may make to appeal against the decision. The Trustees' decision following any representations will be notified to you in writing but will be final.

Membership will be terminated if:

- ✓ you die or, if it is an organisation, ceases to exist
- ✓ you resign by written notice to the Association, unless, after the resignation there would be fewer than two members
- ✓ you do not pay your membership fees within three months
- ✓ you are removed from membership by a resolution of the Trustees that it is in the best interests of the Association that your membership is terminated.

The Trustees may terminate your membership if, acting reasonably and properly, they consider it to be in the best interests of the Association to terminate your membership. A resolution to remove you from membership may only be passed if you have been given at least twenty one days' notice in writing of the meeting of the Trustees at which the resolution will be proposed and the reasons why it is proposed. You or your representative



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(who need not be a member of the Association), are allowed to make representations to this meeting.

Refunds

Refunds for membership are not given. If you wish to cancel your membership part way through your annual subscription partial refunds are not given.