



Individual Membership Application Guidelines

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Applicable to: All faculty members, researchers, and administrators employed at legally recognized and duly authorized universities or colleges

Preamble

The International Association of Private Universities and Colleges (IAPUC) is a global, nonprofit membership organization registered in the State of Colorado, United States of America (Nonprofit Registration No. 20251179157). IAPUC is dedicated to advancing quality in private higher education through the establishment and promotion of the Internal Quality Assurance (IQA) accreditation system.

This document provides comprehensive guidance for professionals seeking to apply for IAPUC Individual Membership. It sets forth the eligibility requirements, application procedures, rights and obligations, fee structures, and approval processes for the two categories of Individual Membership: Ordinary Member and Distinguished Member. The Individual Membership program is designed to bring together professionals from the global private higher education community, creating an international platform for knowledge sharing, professional development, and peer exchange.

Chapter 1: General Provisions

Article 1: Purpose and Scope

1.1 These Guidelines serve to:

- (a) Provide clear and complete guidance for professionals applying for IAPUC Individual Membership;
- (b) Define the eligibility criteria, rights, and obligations for Ordinary Members and Distinguished Members;
- (c) Establish fair and transparent procedures for the admission and management of Individual Members.

1.2 These Guidelines apply to all faculty members, researchers, and administrators

employed at legally recognized and duly authorized universities or colleges.

Article 2: Categories of Individual Membership

IAPUC Individual Membership comprises two categories:

Category	Target Group	Key Characteristics
Ordinary Member	Faculty members, researchers, and administrators employed at higher education institutions	Meets basic professional qualifications and employment requirements; aligned with IAPUC's mission
Distinguished Member	Senior professionals with significant contributions and influence in higher education	Meets higher standards of academic achievement, professional impact, or service contributions

Article 3: Membership Progression

An Ordinary Member may apply for upgrade to Distinguished Member upon satisfying the Distinguished Member eligibility criteria. Distinguished Membership represents the higher tier of Individual Membership, signifying IAPUC's recognition of the individual's professional achievements and contributions to the field of private higher education.

Chapter 2: Eligibility Criteria

Article 4: Ordinary Member Eligibility Criteria

An applicant for IAPUC Ordinary Membership must satisfy all of the following conditions:

4.1 Employment Requirement

The applicant must be currently employed on a full-time basis as a faculty member, researcher, or administrator at a legally recognized and duly authorized university, college, or higher vocational education institution. For current members who no longer satisfy the employment requirement due to retirement, resignation, or career transition, membership may be retained for one additional full billing cycle as a one-time transitional accommodation, not a permanent retention.

4.2 Professional Background

The applicant must be engaged in teaching, research, administration, or quality assurance related to higher education, and must normally hold at least a master's degree or equivalent professional qualification.

4.3 Alignment with IAPUC Mission

The applicant must demonstrate genuine alignment with the mission and core values of IAPUC and a willingness to contribute to the advancement of quality in private higher education worldwide.

4.4 Good Standing

The applicant must not have been involved in academic misconduct, professional ethical violations, or other actions that significantly damage the reputation of the education sector within the preceding three years.

4.5 Referee

The applicant must provide the name and contact details of one referee, who may be the applicant's current or former supervisor, a colleague, or another professional familiar with the applicant's professional work.

Article 5: Distinguished Member Eligibility Criteria

An applicant for IAPUC Distinguished Membership must satisfy all of the following conditions:

5.1 Existing Ordinary Membership

The applicant must first be an IAPUC Ordinary Member in good standing.

5.2 Extensive Professional Experience

The applicant must have at least fifteen years of professional experience in higher education management, teaching, research, or quality assurance.

5.3 Significant Professional Contributions

The applicant must demonstrate significant professional achievements or contributions in at least two of the following dimensions:

- (a) Publication of influential research papers in high-level academic journals or authorship of scholarly books;
- (b) Service in a senior management role at a reputable private university or college, with a demonstrable record of advancing institutional quality during the applicant's tenure;

- (c) Widely recognized contributions to higher education quality assurance, accreditation standards development, or education policy research;
- (d) Receipt of significant teaching awards, research prizes, or professional honours;
- (e) Service in a significant role or substantial volunteer contributions to IAPUC or similar international academic organizations.

5.4 Recommendations and Nominations

The applicant must be supported by written recommendations from the chief executive officers or their authorized representatives of at least two existing IAPUC Institutional Members (Full Members or Accredited Members), or be nominated by a member of the IAPUC Board of Directors or a chair of a standing committee.

Chapter 3: Rights and Obligations

Article 6: Rights of Individual Members

Right	Ordinary Member	Distinguished Member
Attend IAPUC conferences, seminars, and professional development events	Yes (discounted member rate)	Yes (discounted member rate)
Access IAPUC publications and research reports	Yes	Yes
Apply to serve on IAPUC professional committees	Yes	Yes (priority consideration)
Listing in the IAPUC online member directory	Yes	Yes (with special designation)
Membership certificate	Yes	Yes (Distinguished Member certificate)
Recognition at IAPUC annual conferences and formal events	No	Yes
Right to use post-nominal	No	Yes (use of "M.IAPUC")

designation		designation)
Voting rights at the IAPUC General Assembly	No	No
Eligibility to stand for election to the Board of Directors	No	No

Article 7: Obligations of Individual Members

All Individual Members shall:

- (a) Comply with the IAPUC Constitution and all applicable regulations;
- (b) Pay membership dues in full and on time;
- (c) Safeguard the reputation of IAPUC and refrain from any conduct that may harm the interests or reputation of the Association;
- (d) Promptly notify IAPUC of any changes to personal information;
- (e) Not transfer or lend membership rights to any third party.

Chapter 4: Fee Structure

Article 8: Membership Fees

8.1 The annual fee for Ordinary Membership is USD 100.

8.2 The annual fee for Distinguished Membership is USD 200.

8.3 Fee reductions: For applicants from countries classified by the United Nations as Least Developed Countries (LDCs), the annual fee is reduced to USD 50 for Ordinary Membership and USD 100 for Distinguished Membership. Full-time doctoral students applying for Ordinary Membership are eligible for a reduced fee of USD 40 per year.

8.4 Fees are payable annually. New members must pay the first-year dues within 30 days of approval of their application. Membership takes effect upon confirmation of payment.

Chapter 5: Application and Approval Procedures

Article 9: Ordinary Member Application Procedure

9.1 The applicant must submit the following materials to the IAPUC Membership Credentials Committee:

- (a) A completed Individual Membership Application Form;
- (b) Proof of employment or a certificate of employment issued by the employing institution;
- (c) A copy of the highest degree certificate or professional qualification;
- (d) Referee information.

9.2 The Membership Credentials Committee shall complete its review within 30 days of receipt of a complete application.

9.3 If the application is approved, the applicant shall pay the first-year membership dues. Membership takes effect upon confirmation of payment. IAPUC issues an Ordinary Member certificate.

Article 10: Distinguished Member Application Procedure

10.1 Distinguished Membership is not open to direct individual application. Candidates may only be considered through the following pathways:

- (a) An existing Ordinary Member who meets the Distinguished Member criteria may apply for upgrade, supported by a recommendation from the quality representative of the member's employing institution or from an IAPUC Institutional Member;
- (b) Nomination by a member of the IAPUC Board of Directors or a chair of a standing committee.

10.2 The candidate must submit the following materials:

- (a) A completed Distinguished Member Upgrade Application Form;
- (b) A detailed statement of professional achievements, explaining how the candidate meets the Distinguished Member eligibility criteria, with specific examples and supporting evidence;
- (c) Two letters of recommendation or nomination.

10.3 The Membership Credentials Committee shall complete its review within 45 days of receipt of a complete application and render a decision.

10.4 The conferral of Distinguished Membership is subject to approval by the IAPUC Board of Directors.

10.5 If approved, the candidate shall pay the first-year Distinguished Member dues. IAPUC issues a Distinguished Member certificate.

Chapter 6: Supplementary Provisions

Article 11: Confidentiality

All information and documents submitted by the applicant shall be treated as confidential and used solely for the purpose of evaluating the membership application.

Article 12: Interpretation and Amendment

These Guidelines are interpreted by the IAPUC Board of Directors. IAPUC reserves the right to amend these Guidelines.

Article 13: Effective Date

These Guidelines take effect upon approval by the IAPUC Board of Directors.

Approval

Role	Name / Title	Date
Prepared by	IAPUC Membership Standards Working Group	May 2026
Reviewed by	IAPUC Board of Directors	Pending
Approved by	IAPUC Board of Directors	Pending

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