**Application to become a Learning Affiliate member of the Energy Institute**

**Please complete this application form in full, reading the guidance notes at the end of the form before you begin.**

**Your organisation and departmental details**

|  |  |
| --- | --- |
| Name of your organisation: |  |
| Department: |  |
| Building name and street: |  |
| Town: |  |
| County: |  |
| Country: |  | Postcode: |  |
| Main website address: |  |
| General telephone: |  |

**About the programmes you offer**

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| --- |
| What level of programmes does your institution offer in energy? Please tick (√) all that apply |
| Apprenticeships |  | Approx. annual student intake |  |
| Foundation degrees |  | Approx. annual student intake |  |
| Degree |  | Approx. annual student intake |  |
| Masters |  | Approx. annual student intake |  |
| PhD |  | Approx. annual student intake |  |
| Other (please give a brief description) |  |

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| --- |
| Briefly, please give a brief overview of the programmes you offer, your ethos as a department and your links with the energy sector (200 word maximum) |
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| --- | --- |
| Do you currently have any EI members on your staff? If so, please give details |  |

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| Why would your department like to become a Learning Affiliate of the Energy Institute?  |
|  |

**Which members of your staff team will coordinate your links with the EI?**

|  |  |
| --- | --- |
| Main contact name: |  |
| What is their position in the organisation? |  |
| Telephone: |  |
| Email: |  |

|  |  |
| --- | --- |
| Second contact name: |  |
| What is their position in the organisation? |  |
| Telephone: |  |
| Email: |  |

**Your declaration and signature**

I wish to apply for Learning Affiliate status on behalf of my department and organisation. I have read and agree to the EI’s Terms and Conditions.

I understand, in making this application, that I am giving my consent for the EI to hold my personal data on its database, and that the details of any other individuals provided on this form are given with their consent for use by the EI to administer our application to become a Learning Affiliate of the EI and provide information and benefits associated with our organisational membership. I understand that all data will be managed in accordance with the EI’s Privacy Policy.

The statements I have made in my application are a true and accurate representation of the programmes offered by my institution.

|  |  |
| --- | --- |
| Main contact signature: |  |
| Date: |  |

Please return your completed form to **accreditation@energyinst.org**

### About Learning Affiliate membership

The Energy Institute (EI) is the professional membership body bringing global energy expertise together. We’re a unique network with insight built over a century and spanning the world of energy, from conventional oil and gas to the most innovative low carbon and energy efficient technologies. We gather and share essential knowledge about energy, the skills that are helping us use it more wisely, and the good practice that keeps it safe and secure. We articulate the voice of energy experts, taking the know-how of around 20,000 members from 120 countries to the heart of the public debate. And we’re an independent, not-for-profit, safe space for evidence-based collaboration, an honest broker between industry, academia and policy makers. The EI is here for anyone who wants to better understand or contribute to the extraordinary energy system on which we all depend.

It’s an exciting time in energy, as we tackle the twin challenges of securing a low carbon future while ensuring that energy is accessible to all. More than ever, we need talented and engaged students to become the energy professionals of the future, combined with innovative and high-quality teaching and research to underpin a dynamic sector.

Learning Affiliate membership is the means by which the EI builds partnerships with universities and colleges, helping them develop deeper and wider connections across the energy sector, and making sure their students are plugged into the fast changing and diverse world of energy right from the beginning of their studies.

### Completing the Learning Affiliate application form

Thank you for your interest in becoming a Learning Affiliate member. This shortapplication form asks you to give us basic details about your institution, what you offer, your involvement in energy so far, and why you would like to join us. As part of your application, we ask you to list two members of staff who will act as your representative or link person with the EI to help us develop the relationship.

The Learning Affiliate membership year runs from 1 June. On receipt and checking of your form, we will send you an invoice for the part of the year remaining. Please let us know if you wish the invoice to be sent to an address other than that you have provided.

### Terms and conditions

Learning Affiliate membership is a partnership between the EI and learning institutions. Continuing membership is subject to payment of an annual membership fee. As part of your Learning Affiliate membership, students studying in your department will be eligible for free Student membership of the EI while they are continuing in their studies. Once they join us, they will be eligible to access a range of EI events and services, including our online magazines, webinars, local and national events and knowledge resources, and our bi-monthly student bulletin. Where events are charged, your students will receive a member discount.

1. Learning Affiliate membership is offered on a departmental basis. On becoming a Learning Affiliate member, students enrolled on taught courses in your department (both accredited and non-accredited courses) will be eligible for free Student membership of the EI for the duration of their studies. Students should be directed to sign up for membership on the EI website.
2. Your department’s Learning Affiliate membership is subject to payment of an annual fee, which runs from 1 June each year. Where payment is not received by the due date, we reserve the right to lapse your institution’s membership and to suspend related benefits to staff and students. Learning Affiliate fees are subject to review annually.
3. Learning Affiliate membership is a requirement for all institutions holding or seeking accreditation for the programmes they offer. Where an institution allows their Learning Affiliate status to lapse, this may result in the termination of accreditations held through the EI. The grant of Learning Affiliate status to an institution does not imply an obligation on the part of the EI to consider a programme for accreditation.
4. Learning Affiliate membership is a partnership between the EI and institutions which opens up access to EI benefits and services. Learning Affiliate status does not imply EI endorsement of the programmes your institution offers. The Energy Institute reserves the right to terminate Learning Affiliate membership where it is being falsely or misleadingly represented.
5. Learning Affiliate membership includes access to Affiliate membership for up to two members of your staff team; this will not cover professional membership fees for new or existing employees/members.

### Thinking of going on to apply for accreditation or approval of your programmes?

The EI accredits or approves a range of programmes at universities and colleges across the world. This includes engineering programmes, under its license with the Engineering Council, and programmes delivering underpinning knowledge for titles such as Member of the EI and Chartered Energy Manager.

To be eligible to apply for accreditation for your programmes, your department/institution will first need to first become a Learning Affiliate member of the EI.

Other than expenses, the EI does not currently make a charge for accreditation and approval. However, we will want to be assured that your programmes will help bring students into the EI, and so the take up of Student and Staff membership will be a factor in whether we wish to take forward a request for accreditation.

We provide a range of support to help your students engage with the EI including student talks and materials, and links with your nearest branch to help your staff and students get involved and make the most of being part of the EI.