**Standing Order 1.001**

**Governing Institutional Memberships**

**Criteria for Institutional Membership**

Institutions wishing to make an application to HELOA for membership shall normally be able to fill the following criteria.

Publicly-funded Higher Education Institutions:

1. Be in membership of any one of the UK HE sector’s recognised parent bodies; *or*
2. Be able to demonstrate an enrolment on its portfolio of first degree/sub-degree (i.e. level one for national credit accumulation and transfer purposes) programmes which accounts for in excess of 40% of its total student population when expressed in these terms.

Further Education Colleges:

1. Be able to demonstrate an annual enrolment to one or more first degree/sub-degree programmes (ie. level one for national credit accumulation and transfer purposes).
2. Have staff involved for a significant proportion of their in time in Higher Education Liaison.

Applications for Institutional Membership shall be made to the UK Secretary (Membership and Meetings), and in cases of doubt the UK Committee will give a final ruling on the eligibility of particular applicants for Membership.

The UK Committee shall henceforth be empowered to make such additions or amendments to the above criteria as it shall from time to time deem reasonable in order to maintain the purposes of the Association and its position as a recognised professional body within the UK Higher Education sector.