

Procedure for acceptance of membership

1. Application and initial screening*

Receiving a membership application form from an applicant, the Secretariat takes the initial screening whether the applicant meets the membership criteria prescribed in Item A, Article V of the Basic Agreement.

Further information

If the Secretariat recognizes that the applicant meets the criteria, then further information is requested to the applicant, which are:

- Academic programs both for undergraduate and post-graduate courses;
- Facilities for education and training including simulators; and
- Qualifications and experience of academic staff etc.

2. Appointment of a site visitor

When the Secretariat receives the information from the applicant and confirms that the information is complete, the application is sent to the subsequent IEB meeting. The IEB appoints a site visitor who is qualified and not from the same country after recognizing that the applicant meets the membership criteria.

3. Site visit and recommendation

The Secretariat arranges the schedule of the site visit. The site visitor should confirm the following items during the visit.

- The representative of the applicant has strong intention to become an IAMU member and he/she agrees with the contents of the Basic Agreement.
- Information provided in the membership application is right.

On completion of the visit, the site visitor prepares a recommendation whether the applicant is entitled to be an IAMU member and submits it to the Secretariat.

4. Acceptance of membership approved by IEB

The Secretariat submits the recommendation made by the site visitor to the subsequent IEB meeting for the final decision.

* The initial screening is normally made by checking the website of the applicant and/or asking friends and acquaintances who know the applicant.
