



## **Fellowship and Professional Regulations**

# **ADMISSION OF STUDENT MEMBERS**

### **1. OBJECTIVE**

To ensure that the admission process for Student Members is carried out in accordance with Clauses 2.9 and 2.10 of the Byelaws.

### **2. SCOPE**

This Regulation covers actions and responsibilities in the admission of Student Members

### **3. RELATED REGULATIONS**

Reference should be made to the following related Regulations:

Regulation FP-07 Codes of Conduct

Regulation FP-09 Subscriptions and Fees

### **4. CRITERIA FOR ADMISSION AS A STUDENT MEMBER**

Student Membership is not geographically restricted and is open to all who meet the following criteria:

- i) Registered as student undertaking a course leading to an undergraduate degree in Geoscience or a related subject; or in secondary or further education and studying subjects that could lead to entry to a course leading to a degree in Geoscience or a related subject;
- ii) Completion and submission of the appropriate application form;
- iii) Payment of an application fee;
- iv) Declaration from the applicant that they agree to be bound by the Society's Codes of Conduct and that there are no grounds which would disbar membership.

### **5. BENEFITS**

Student Members are entitled to the following benefits:

- i) May vote at Meetings of the Society and in Elections
- ii) Benefits listed on the Society's website.

### **6. APPLICATION PROCEDURE**

Applications shall normally be made online via the Society's website. Requirements for applications and the current fees are also available on the website.

The Procedure adopted by the Society for processing applications shall be as follows:

- i) Applicant completes and submits the application form with the appropriate fee.
- ii) Membership Office sends an acknowledgement to the applicant confirming that an application has been received and is being processed.

- iii) Membership Office checks that the application is complete. If not, Membership Office returns the application to the applicant identifying the additional information needed.
- iv) Membership Office checks that the applicant meets the requirements for admission as a Student Member.
- v) If the applicant meets all the requirements for admission as a Student Member, Membership Office informs the applicant that their application has been successful.
- vi) If all the requirements for admission as a Student Member are not met, Membership Office informs the applicant of the most appropriate alternative membership category and invites them to apply.
- vii) Membership Office updates the official records of Student Members.
- viii) To ensure that the rules on progression are followed (section 7 below), Membership Office sends an annual request to each Student Member at the time of renewal to complete a declaration that they still meet the criteria for Student Membership. If they do not, the Membership Office invites the Student Member to apply for admission as a Fellow.

## **7. PROGRESSION**

Student Members may only remain within this category of membership for the period that they satisfy the criteria defined in Section 4 of this Regulation.

A Student Member who meets the requirements for election as a Fellow may not remain as a Student Member for more than one subscription year from the time of meeting the requirements for applying as a Fellow of the Society (Byelaw 2.4) and will be invited to apply for membership as a Fellow.

## **8. RECORDS**

The Membership Office is responsible for maintaining the following records:

- i) A list of current applicants for admission as Student Members.
- ii) Application forms received from those (listed in i) above), who have applied for membership as Student Members;
- iii) An up-to-date list of current Student Members of the Society including the date of their admission, qualifications, and titles (if appropriate).