

EXEDUK RULES 2017

Membership Rules

1. Membership is open to organisations which have an interest in promoting the export of UK education around the world.
2. Members must be committed to high educational standards, transparency, regulatory compliance, ethical business practices and protecting the interests of students.
3. Applicants for membership must be able to demonstrate their good standing in the education sector, their specific industry or chosen profession.
4. Education providers should demonstrate this good standing through their membership of an ExEdUK recognised association:
 - *For higher education and professional training:* Universities UK, GuildHE or Independent Higher Education
 - *For further education:* Association of Colleges, Colleges Scotland, Colleges Wales, Colleges Northern Ireland or AELP
 - *For English language training:* English UK
 - *For schools:* Independent Schools Council, BAISIS or Boarding Schools Association
 - *Others:* Chartered Association of Business Schools
5. Other organisations including providers of other educational services should demonstrate this good standing in one or more of the following ways:
 - recognised accreditation in their specific industry or chosen profession
 - two references from education providers which have used their services and which are members of an ExEdUK partner association
6. ExEdUK members must at all times act in such a way as to protect and maintain the good reputation of ExEdUK or UK education.
7. ExEdUK must pay the annual subscription due in advance for each calendar year.
8. ExEdUK members must commit to following our Code of Conduct.
9. The ExEdUK Committee may suspend membership with immediate effect following the receipt of any evidence which it considers to show a breach of these Rules, and the case reported to the IHE Board at its next meeting. Membership may then be terminated or reinstated by the IHE Board following consideration of all the available evidence.

Code of Conduct

This simple code of conduct underlines the commitment of ExEdUK members to maintaining the good reputation of UK education internationally and to encourage best practice. It is aligned with the specific codes and membership criteria of ExEdUK partner associations which act similarly to safeguard standards.

ExEdUK members commit to protecting and enhancing the international reputation of UK education by:

- Operating with ethical business practices and to appropriate professional standards
- Delivering a high quality experience to students and other clients, with independent inspection or review where appropriate to verify this
- Establishing control processes to ensure that third party delivery of services conforms to the same standards as their own operations
- Ensuring that any agents or intermediaries acting for them are vetted prior to appointment and provide accurate information and professional advice which respects the needs of clients
- Ensuring that they comply with all relevant legislation and regulation, including that relating to international staff and students coming to the UK
- Maintaining their membership of an ExEdUK recognised association or accreditation by an independent body recognised by ExEdUK as appropriate for their sector.

Membership application process

1. Applicants should send a completed membership application form and any supporting documentation to info@exeduk.com or by post to 219 St John Street, London EC1V 4LY
2. Application forms will be confirmed as received and processed by the head office team at Independent Higher Education (IHE).
3. In the case of a UK education provider, confirmation of the applicant's good standing will be sought from their membership association and/or accrediting body.
4. In the case of an organisation which is not a UK education provider, references will be sought from the two customer referees which have been nominated by the applicant.
5. Application forms and supporting evidence will be considered by the ExEdUK Committee who will come to a decision as to the suitability of the applicant for ExEdUK membership or ExEdUK partnership.
6. The applicant will be notified of the Committee's decision in writing. Our aim is for all applications to be decided upon within 20 working days.
7. Where an application is successful, membership will commence immediately upon notification, provided that the applicable subscription fee has already been paid in full.
8. Where an application is unsuccessful, any money already paid up front towards the subscription fee will be refunded.
9. The ExEdUK Committee reserves the right to require further supporting evidence from the applicant or to refer an application to the IHE Board for a decision at its next meeting. Any decision of the IHE Board will be final.

About ExEdUK

Exporting Education UK is a service delivered by Independent Higher Education (IHE) and overseen by a steering committee whose members represent a broad range of education providers. Independent Higher Education is a not-for-profit, private company limited by guarantee and registered in England (company registration no. 06710925).