

Assessment of Academic experience For CIMA Membership

Chartered Institute of Management Accountants



Application form

Personal details

Title (Mr/Mrs/Miss/Ms/other)

Surname/Family name

Forename(s)

Daytime phone no.

Country Code

Area Code

Phone number

Extension

Email Address

Date of birth (dd/mm/yy)

Nationality

Home Address

Town/City

County/State

Country

Post Code/Zip Code

Declaration by the applicant by signing this form (please read carefully)

I hereby make application for election as a Member of CIMA on the basis of the particulars given below. I declare that:

1. I have not been subject to a disciplinary sanction by any professional body, employer, tribunal, or education provider;
2. I have no unspent convictions;
3. I am not currently subject to an order or undertaking under the Company Directors Disqualification Act 1986 or subject to any similar restriction under legislation in another jurisdiction;
4. I am not currently subject to any bankruptcy restriction order or undertaking, Individual Voluntary Arrangement (IVA) involving payment of monies to creditors;
5. The particulars I have given in this application are correct and I recognise that if I am elected to membership but later found to have provided untrue or misleading information in connection with this application I may be subject to disciplinary action and may be removed from the list of members.
6. I undertake, if elected, to comply with the Laws of the Institute, to uphold CIMA's professional standards and to comply with the Code of Ethics, adopting the fundamental principles in my working life.

I enclose a cheque or sterling bank draft for the Assessment of Academic Experience and membership application fee of £143 (2015) or £146 (2016)

OR

Have supplied payment to my local CIMA office

Signature

Date

Your proposer and seconder must be people you have worked for and they must have direct knowledge of your academic experience - ideally your manager - and have been in a more senior position than you. Together they must be able to verify your academic experience. This experience cannot be verified by a relative.

Proposer (Verifier one)

Name of seconder

Qualifications/ designatory letters

Current job title

Current contact telephone number

Email address

Organisation name and address

Employment during which you acquired direct knowledge of the applicant's academic experience include organisations' name

Other remarks (optional)

Declaration

I certify that the applicant named overleaf was responsible to me during the whole period (to the right), that the content of their job(s) was as stated in their record of academic experience, and that their work performance was satisfactory during that period. I hereby testify to the general good character of the applicant. I confirm that I am not a relative of the applicant.

From (date)

 / /

To (date)

 / /

Signature

Date

 / /

Your proposer and seconder must be people you have worked for and they must have direct knowledge of your academic experience - ideally your manager - and have been in a more senior position than you. Together they must be able to verify your academic experience. This experience cannot be verified by a relative.

Seconder (Verifier two)

Name of seconder

Qualifications/ designatory letters

Current job title

Current contact telephone number

Email address

Organisation name and address

Employment during which you acquired direct knowledge of the applicant's academic experience include organisations' name

Other remarks (optional)

Declaration

I certify that the applicant named overleaf was responsible to me during the whole period (to the right), that the content of their job(s) was as stated in their record of academic experience, and that their work performance was satisfactory during that period. I hereby testify to the general good character of the applicant. I confirm that I am not a relative of the applicant.

From (date)

 / /

To (date)

 / /

Signature

Date

 / /

Current Employment Details

Job title

Organisation name

Department or Faculty

Address

Town/City

County/State

Country

Post Code/Zip Code

Daytime phone no.

Country code

Area Code

Phone number

Extension

Email

Membership of other professional bodies (with dates obtained)

Remittance Advice

Name

Tick only one

Sterling cheque

Sterling bank draft

Amount due

£

Amount enclosed

£

Checking your Assessment of academic experience/Membership Application complete

Please read your Academic Experience Requirements guide before completing your application, it is attached as appendix 1 to this form.

Have you included everything?

Please use the checklist below to make sure we have everything we need:

1. Assessment of academic experience membership application form, including current employment details signed and dated.
2. Proposer and Seconder (verifiers) have signed, dated and fully completed their sections.
3. Original signatures are preferred but scanned copies can be accepted if printed in high quality colour
4. Please ensure you include your record of academic experience and that it meets the requirement elements in terms of time
5. Ensure your membership application fee is included
6. Please take a copy of your application form and record of academic experience for your own records
7. Remember it can take up to 6 weeks on receipt of all relevant documentation for your application to go through CIMA's assessment process, although most do not need to wait this long.

Please supply your completed application form to your local CIMA office or CIMA representative:

Alternatively you may post your completed application along with your record of academic experience to:

Academic Membership Applications CIMA
Chartered Institute of Management Accountants
The Helicon
One South Place
London
EC2M 2RB

Appendix 1 Record of Academic experience For CIMA Membership requirements

Chartered Institute of
Management Accountants

The CIMA logo consists of the letters 'CIMA' in a white, serif font, centered within a solid magenta rectangular background.

Areas of Experience

Applicants should record their experience in a narrative report covering the following areas

1. Academic qualifications
2. Teaching
3. Research
4. Time period

Applicants can present in their record only teaching, or only research or both. Any combination needs to fulfill the time requirements below and also list your academic qualifications. Your proposer and seconder will need to verify this academic experience.

This narrative record of academic experience needs to be supplied to CIMA along with the completed membership application form.

Academic Qualifications

- The applicant needs to have passed the CIMA examinations
- Needs to have attained at least as Masters level in
 - a) Accounting and/or
 - b) Business/Management

In exceptional circumstances applicants with very good bachelors degrees will be considered, this degree should be in Accounting and/or Business Management

Teaching only

Needs to have been gained at a Higher Education Institution or equivalent and fulfill the following criteria;

- Subjects that correspond to the technical skills in the CGMA framework – details of which can be found on www.cgma.org
- Subjects taught need to include at least some Management Accounting or analogous subject
- The number of subjects is not relevant
- The level at which subjects have been taught needs to be from UK level 4 onwards (i.e. equivalent to first year of an honours degree)
- 6 years of teaching is required

Research only

Research listed needs to cover areas that correspond to the technical skills in the CGMA competency framework. Details of this framework may be found on www.cgma.org

The research needs to include areas in the management accounting area. The number of pieces of published research can be as follows;

- 3 peer reviewed publications
 - 6 monographs or research reports
- ** PHD thesis is equivalent to 1 peer reviewed publication or 2 monographs
*** Supervision of thesis or dissertation needs to be to completion

Combination of Teaching and Research as academic experience

Equivalencies between research and teaching are listed below.

Research	Number of Years Teaching
Peer reviewed publication	2 years
Monograph or research report	1 year
Supervision of PhD Thesis	2 years
Supervision of Masters Thesis	1 year