

# The Academy of Experts

## Membership Application Form

### Associate Expert

3 Gray's Inn Square  
London  
WC1R 5AH  
DX 283 London, Chancery Lane  
Tel: +44 20 7430 0333 Fax: +44 20 7430 0666  
email: [admin@academy-experts.org](mailto:admin@academy-experts.org)

[www.academyofexperts.org](http://www.academyofexperts.org)

## Academy Journal



## Training



## Member's Newsletter



## Technical Meetings



## Technical Helpline



# Application for Associate

Please ensure that you have fully read and understood the notes which accompany this form prior to completing your application

## 1 Contact Details

Title: Dr  Mrs

Prof  Miss

Mr  Other \_\_\_\_\_

### Name

Forenames: \_\_\_\_\_

Surname: \_\_\_\_\_

Company: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Post Code: \_\_\_\_\_ Is this your Home  or Work  address?

e-mail: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Tel(W): \_\_\_\_\_ Tel(H): \_\_\_\_\_

Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

Twitter: @ \_\_\_\_\_ LinkedIn: \_\_\_\_\_

Professional Occupation: \_\_\_\_\_

Current Job Title and areas of responsibility: \_\_\_\_\_

## 2 Professional Details:

Professional Qualifications (with dates obtained): \_\_\_\_\_

Academic Qualifications (with dates obtained): \_\_\_\_\_

Learned Societies & Associations: \_\_\_\_\_

If you require any assistance completing this form call 020 7430 0333

# Application Form - Associate

## 3 Areas of Expertise

Fields of Professional Expertise: \_\_\_\_\_

\_\_\_\_\_

Fields in which you are applying for membership of The Academy as an Expert: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## 4 Fitness to Practise

Yes- No

Are you aware of any matters which might call into question whether you are a fit and proper person to provide professional services as an expert?  -

Are you currently, or have you in the past 10 years, the subject of any Disciplinary or Regulatory enquiries, investigation or proceedings before any professional, trade or membership body or organisation?  -

Have any proceedings been brought against you in any court or tribunal or have you been informed that any such proceedings are going to be brought against you?  -

Are you aware of any adverse comments given about your performance as an expert?  -

Do you have any criminal convictions (other than motoring offences which did not result in disqualification) which are unspent under the terms of the Rehabilitation of Offenders Act 1974 (UK) or similar provision (other jurisdictions)?  -

Please answer all questions. If you have answered YES to any of the questions then please provide details on a separate sheet. Tick here if you have enclosed any such information:

### Note:

The Membership Vetting Committee, in addition to consulting the references, will require to be satisfied as to:

- The standing of the applicant within his profession, trade or calling.
- The integrity of the applicant.
- The ability of the applicant to express his views concisely and clearly.
- Applicants are advised that the Vetting Committee may make additional enquiries as part of the vetting process.

The giving of oral evidence to a court or tribunal is NOT a requirement for membership.

## 5 Referees

Three persons to act as referees (preferably Lawyers who have instructed you) (*see notes*):

### Referee 1

<b>Name</b>	Title:	Firstname:	Surname:
<b>Occupation</b>			
<b>Firm</b>			
<b>Address</b>	Postal:	DX:	
<b>Tel</b>			
<b>Mobile</b>			
<b>e-mail</b>			

### Referee 2

<b>Name</b>	Title:	Firstname:	Surname:
<b>Occupation</b>			
<b>Firm</b>			
<b>Address</b>	Postal:	DX:	
<b>Tel</b>			
<b>Mobile</b>			
<b>e-mail</b>			

### Referee 3

<b>Name</b>	Title:	Firstname:	Surname:
<b>Occupation</b>			
<b>Firm</b>			
<b>Address</b>	Postal:	DX:	
<b>Tel</b>			
<b>Mobile</b>			
<b>e-mail</b>			

# Application Form - Associate

## 6 Enclosures (Please those you have enclosed)

A current CV	<input type="checkbox"/>	Details of Publications	<input type="checkbox"/>
Synopsis of Expert work	<input type="checkbox"/>	Passport sized photograph	<input type="checkbox"/>
Copies of Professional Certificates	<input type="checkbox"/>	Direct Debit instruction	<input type="checkbox"/>
Details of courses attended	<input type="checkbox"/>	Payment	<input type="checkbox"/>

## 7 Undertaking & Declaration

All the information I have given in this application is true to the best of my knowledge and belief.

I will immediately notify The Academy in writing of any material changes in the information I have provided. This includes information about professional conduct or performance, criminal convictions (other than motoring offences which did not result in disqualification) or any adverse comments about my performance as an expert.

I understand that The Academy is registered under the Data Protection Act 1998 and that all information I have provided will be held in accordance with the provisions of the Act. I acknowledge that The Academy may receive information, including adverse information about my fitness to practise, and I hereby consent to The Academy processing and disseminating such information for such reasonable purposes as it may determine.

I have read and understood the attached 'Notes on Completion of Application'. In the event of my election to Membership I agree that I will abide by the rules of The Academy and that I will support and advance its aims so far as shall be in my power.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

*Failure to complete or supply all of the information specified in this form will result in a delayed response to applications and may affect the outcome*

### Data Protection

Your information will be held and processed by The Academy. We will use it to administer your membership and provide services and information to you in that connection.

If you do not wish your information to be made available to third parties in connection with The Academy's referral services, please tick this box:

We may also use your information for marketing purposes. We may contact you with promotional offers of goods or services (including Academy Events) which may be of interest to you. If you do not wish to receive such offers, please tick this box:  Please note that if you do tick the box you will not receive notice of any of The Academy's events including training information, technical meetings and social functions.

### For Academy use only:

Recommended by:  
Application complete:  
Vetting Committee:

Reg N<sup>o</sup>:  
Recommendation:  
Accepted by Council:

## Payment

Please ensure that you have read the enclosed notes for details of annual membership fees.

First year's subscription and vetting fee total £216.50 (see note E):

Payment by: enclosed cheque   
credit card

Credit Card N<sup>o</sup>:  
(Amex, Mastercard, VISA, VISA Debit)

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Expiry: 

MM	YY
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Card Security N<sup>o</sup>: 

CVV
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Cardholder Name:

Registered Card Address:



## Instruction to your bank or building society to pay by Direct Debit



Please fill in the whole form using a ball point pen and send to:  
The Academy of Experts, 3 Gray's Inn Square, London WC1R 5AH

**Name and full postal address of your bank or building society**

To: The Manager	Bank/Building Society
Address	
Postcode	

**Name(s) of account holder(s)**

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**Bank/Building society account number**

--	--	--	--	--	--	--	--

**Branch sort code**

--	--	--	--	--	--

**Service user number**

9	4	8	0	8	0
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**Reference (to be completed by TAE)**

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FOR THE ACADEMY OF EXPERTS OFFICIAL USE ONLY  
**This is not part of the instruction to your bank or building society**

**Instruction to your bank or building society**

Please pay The Academy of Experts Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with The Academy of Experts and, if so, details will be passed electronically to my bank/building society.

Signature(s)
Date



Banks and building societies may not accept Direct Debit Instructions for some types of account.

This Guarantee should be detached and retained by the payer.

## The Direct Debit Guarantee

- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit The Academy of Experts will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request The Academy of Experts to collect a payment, confirmation of the amount and date will be given to you at the time of the request
- If an error is made in the payment of your Direct Debit, by The Academy of Experts or your bank or building society you are entitled to a full and immediate refund of the amount paid from your bank or building society
  - If you receive a refund you are not entitled to, you must pay it back when The Academy of Experts asks you to
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.



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PLEASE DO NOT WRITE ON OR OTHERWISE MARK THIS PAGE



# Notes on Completion of Application

**Please ensure that you have fully read and understood these notes prior to completing your application**

## Associate Membership

*"An Associate Member shall be an individual who is qualified in his own profession or calling and interested in giving expert opinion and/or evidence and is seeking to qualify as a Full Member and who can demonstrate appropriate experience."*

## A) Professional Details

Please provide details and dates of advancement of professional qualification or completion of professional training.

## B) Areas of Expertise

### (a) Fields of Professional Expertise:

All areas in which the applicant is qualified and is applying to be considered able to give Expert opinion.

### (b) Fields in which you are applying for membership of The Academy as an Expert:

Areas in which the applicant has been instructed to prepare Expert opinion.

## C) Referees

The names of three persons, preferably Lawyers, for whom the applicant has undertaken Expert work should be given. If you do not have three Lawyers who are able to act as referees please provide a similar alternative giving the capacity in which you were instructed - or alternatively contact The Academy for further guidance.

Note: The application will not be proceeded with until references have been obtained.

## D) Enclosures

- i Your CV should stress the aspects of the applicant's work in addition to the Expert work. It should be confined to factual material.
- ii Please give full details of any Expert work undertaken in the last three years.

This part of the application is your opportunity to describe your work and experience in the preparation of expert reports and/or acting as expert and/or assisting an accredited expert. This requirement is in addition to providing a current Curriculum Vitae.

There is no prescribed format, nor is there any restriction on length of your submission. The Academy of Experts Vetting Committee will assess your competencies to be a Practising Associate Member of The Academy of Experts based on the detail you provide in your synopsis and any other supporting material.

- iii All courses or CPD events involving Expert work should be stated. If courses are less than a full day they should be stated as  $\frac{1}{4}$ ,  $\frac{1}{2}$ , or  $\frac{3}{4}$  day as applicable. The subject matter of the course should emphasise its relevance to Expert work. The organisation which provided the course should be given and when the course is organised by the employer of the applicant the letters IH (in-house) should be used.
- iv Applications should contain copies of certificates for all relevant Academic and Professional qualifications.
- v List all publications of note (including co-authorship).
- vi A passport sized photograph should either be emailed or accompany the application. Please do not attach the photograph to the application. For example using, glue, staple or paperclip.

**Call 020 7430 0333 if you have any queries**

# Application Form - Associate

## E) Membership Fees

Applications will not be processed until the first year's subscription and non-refundable vetting fee is paid.

Membership renewal is on 1st March commencing the first year following acceptance as a member. Since an application may be made mid-year the first year's subscription is a special discounted rate.

VAT receipts where appropriate will be issued. Fifty percent of the membership subscription is Zero Rated for VAT.

The current application fees (in pounds sterling (£)) are as follows:

1st year's subscription: £115.00+vat

Vetting Fee: £75.00+vat

Payment for your application may be made by cheque or credit card.

### Direct Debit

Following the initial application it is expected that payment for subsequent year's subscriptions will be by direct debit. A small surcharge is made for annual renewal fees which are not paid by direct debit.

## F) Undertaking & Declaration

Any reference to 'the rules' means: the Constitution of The Academy.

## G) Data Protection

As part of its service to members and the legal profession The Academy runs a number of referral services. In the course of making a referral The Academy may make a member's details available. If you do not wish to take part in any of The Academy's referral services please tick the box at the end of the Application Form.

The Academy does not sell or disclose its mailing list.

## H) Insurance

All successful applicants will be required to contribute to the Academy's Group Professional Indemnity Insurance Policy subject to certain exclusions. An invoice for your contribution will be issued to you on successful admission to The Academy.

Unless otherwise agreed exclusions include, but are not limited to, Applicants:

- (i) living or practising in North America
- (ii) who know that they are or might be the subject of a current or future claim

Further details about the policy are available from the Academy's Brokers: CBC (UK) Ltd, Mansell Court, 69 Mansell Street, London, E1 8AN Tel: 020 7265 5600

## Benefits of TAE Membership (ASSOCIATE)

- Recognition of you as an accredited Expert.
- Model terms of engagement to assist with your expert witness practice.
- Referrals to Solicitors seeking experts in your specific field.
- Access to the TAE Group PI Scheme.
- Free member helpline to assist with expert related queries and issues.
- Free technical meetings, updates and journal (TEDR).
- Listing on the TAE on-line Register of Accredited Experts (optional).
- Training at special member rates.

## The Academy of Experts' Code of Practice

### Preamble

This Code of Practice shows minimum standards of practice that should be maintained by all Experts.

It is recognised that there are different systems of law and many jurisdictions in Europe, any of which may impose additional duties and responsibilities which must be complied with by the Expert.

There are in addition to the Code of Practice, General Professional Principles with which an Expert should comply.

These include the Expert:

- Being a "fit and proper" person
- Having and maintaining a high standard of technical knowledge and practical experience in their professional field
- Keeping their knowledge up to date both in their expertise and as Experts and undertaking appropriate continuing professional developments and training.

### The Code

1. Experts shall not do anything in the course of practising as an Expert, in any manner which compromises or impairs or is likely to compromise or impair any of the following:
  - a) the Expert's independence, impartiality, objectivity and integrity,
  - b) the Expert's duty to the Court or Tribunal,
  - c) the good repute of the Expert or of Experts generally,
  - d) the Expert's proper standard of work,
  - e) the Expert's duty to maintain confidentiality.
2. An Expert who is retained or employed in any contentious proceeding shall not enter into any arrangement which could compromise his impartiality nor make his fee dependent on the outcome of the case nor should he accept any benefits other than his fee and expenses.
3. An Expert should not accept instructions in any matter where there is an actual or potential conflict of interests. Notwithstanding this rule, if full disclosure is made to the judge or to those appointing him, the Expert may in appropriate cases accept instructions when those concerned specifically acknowledge the disclosure. Should an actual or potential conflict occur after instructions have been accepted, the Expert shall immediately notify all concerned and in appropriate cases resign his appointment.
4. An Expert shall for the protection of his client maintain with a reputable insurer proper insurance for an adequate indemnity.
5. Experts shall not publicise their practices in any manner which may reasonably be regarded as being in bad taste. Publicity must not be inaccurate or misleading in any way.
6. An Expert shall comply with all appropriate Codes of Practice and Guidelines.

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