



British Association of Lecturers in English for Academic Purposes

Application for Institutional Membership of BALEAP 2010-2011  
(The membership year is from 1st October to 30th September)

1. **Name of Institution:**
2. **Name of Department/(English) Language Centre:**

**Address:**

**Tel. (inc. country code):**

**Fax:**

**Email:**

3. **Please give a brief description of the student population to whom you deliver EAP courses (e.g. nationality, level of education):**

4. **EAP courses currently offered by the department/centre, e.g. foundation, pre-sessional, in-sessional. If necessary, please continue on a separate sheet.**

Title of course	Length	No. of students	Entry requirements

5. **Proposed BALEAP representative(s) and their position in the Dept/Centre. See BALEAP representative role description below.**

i) **Name:**

**Email:**

ii) **Name:**

**Email:**

**(Please attach CVs)**

## The role of institutional representatives of BALEAP

Extract from constitution: 'The application for membership will include the names of two representatives, one of whom will be the Principal Representative for communication purposes. The Representatives...shall be holders of academic posts and shall be involved in the teaching of EAP.'

Duties, which may be divided between the representatives as appropriate, are as follows:

- 1) Act as a point of contact within their institution.
- 2) Arrange to have fees paid and provide registration details for institutional membership.
- 3) Endorse BALEAP code of practice.
- 4) Provide an up-to-date list of EAP staff at their institution as requested and ensure that it is kept up to date.
- 5) Be the named recipient of *Journal of EAP* to be circulated to all staff.
- 6) Respond to requests from the BALEAP Chair to complete surveys, provide information, etc.
- 7) Make Chair aware of issues of interest to BALEAP within their institution.
- 8) Circulate information to staff about forthcoming meetings and conferences.
- 9) Respond to discussions on [baleap@jiscmail.ac.uk](mailto:baleap@jiscmail.ac.uk) on behalf of their institution.
- 10) Attend BALEAP Business Meetings to exercise the institution's right to vote.
- 11) Encourage staff at their institution to put themselves forward for election to the BALEAP executive committee.
- 12) Encourage staff at their institution to present at BALEAP PIMs and conferences to further their professional development.
- 13) Encourage staff at their institution who present at national and international conferences to publicise the activities of BALEAP.

### 6. Academic staff employed by the department/centre:

Name	Full/Part-time	Permanent /Contracted	Average no. of weekly EAP hours

If there is not enough room above, please list details on a separate sheet and attach to your application.

### 7. How is the quality of your courses currently assured?

### 8. Please provide a brief summary (500-800 words), on a separate sheet, of the work carried out at your dept/centre, and why you are applying for membership of BALEAP. This should include an organogram, which shows the position of your dept/centre within the institution.

## DECLARATION

### 8. I declare that to the best of my knowledge the prospective member institution:

..... fulfils these criteria.

**Signed:**

**Title:**

**Date:**

Please return this form and any supporting documents to the BALEAP Chair at the address below:

**Olwyn Alexander, BALEAP Chair**

School of Management and Languages

Heriot-Watt University

Edinburgh EH14 4AS

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E: [O.Alexander@hw.ac.uk](mailto:O.Alexander@hw.ac.uk)