

ACADEMIA EUROPAEA

Membership election procedure¹

These guidelines should be read by nominators and candidates before any submission is made.

THE NOMINATION PHASE

A. General rules for candidates

1. **Election to membership is based on submission of an online nomination form followed by a peer review process. *Paper submissions are not allowed.***
2. **Candidates must be proposed by two existing Ordinary members and only Ordinary members can submit a nomination. [*Nominations that have been wholly initiated by non-members, or, requests canvassing support or unsolicited mails seeking willing nominators (including by inducements) will not be accepted. Members are strongly discouraged from supporting such approaches. SELF-NOMINATIONS by candidates ARE FORBIDDEN.*]**
3. **Overriding criteria are: a clear evidenced base of internationally recognised distinction. Nationality, citizenship, gender, location or discipline are not considered during the evaluation process. The primary criterion for membership is “sustained academic excellence in the candidate’s field” (2019 Regulations, Section 2). Scholars working at the interface of disciplines, or in non-traditional fields are especially welcome to be considered. *The Academia follows the principles set out by CoARA² and evidence of attainment may include non-traditional forms of academic outputs that are themselves indicative of a candidate’s excellence.***
4. **Candidates (of any nationality/citizenship) who at the time of submission/election are resident and working in any European country (for at least six (6) months per year) may be considered for election as an ORDINARY member.**
5. **Candidates who are not resident in any European Country at the time of their nomination (or who only visit/work in Europe on an ad hoc basis that does not cumulatively exceed six months each year) may be considered for election as a FOREIGN member (this is irrespective of a candidate’s nationality or citizenship). Additional criteria will be applied in these cases (described below).**
6. *Please note that Israel is regarded as part of Europe for the purpose of nomination and assessment.*

NOTE: The Board of trustees is also willing to consider candidates who have made distinguished intellectual contributions in the past, but who are now making an

¹ Revised September 2007, Revised April 2008; Revised May 2009; Revised January 2011; Revised January 2015, January 2017, October 2020, September 2023, September 2025

important contribution to the management of European science and scholarship, development of the research environments and science policy. Please seek further advice from the contact points listed below for any such potential candidates. *In certain specific circumstances, the Board of trustees may itself make nominations. These will be examined by the appropriate Section Committee, in the usual way.*

B. Age of candidates

1. There is no age restriction and all candidates will be considered. In all cases, evidence must be provided to show that a candidate is still active in either scholarship and/or other academically relevant activities, or, where their past individual international distinction merits particular consideration.
2. **Nominators must provide evidence of the year that the candidate became research active (or ended, if appropriate) and include in the dossier references to publications produced in the immediate past period of five years, and/or describe other achievements that may lay outside of the traditional academic publications realm** in support of the candidate.

C. Specific instructions for nominators only

1. **Only Ordinary members can nominate candidates for membership** [to any section and in any field]. All nominations for membership must be made by **two members** of the Academia. The two nominators must be resident and working in Europe. One of the nominators **must be resident in a different country** from that of the candidate. **It is important that both nominators between them, have personal and professional knowledge of the distinction of the candidate.** Members may only nominate TWO (2) candidates in each annual cycle [whether first or second nominator]. Members can nominate candidates to any Class or Section and are not limited to their own fields and disciplines.
2. The first nominator must seek the approval of the candidate before submission of a nomination. The **nominator(s) MUST** themselves complete the “case for election” section. This is the critical part of the nomination. It is the responsibility of the nominators to make sure that any of the candidates’ claims are valid and can be substantiated.
3. Nominators may ask a candidate to complete some sections relating to past achievements and academic positions including suggestions for the selection of best publications and honours received. But, the form must be fully completed and has to be submitted as described. Additional information (a full *curriculum vitae*, publications lists, etc.) may be provided, BUT, may not always be considered by the Section Committees.
4. **It is the responsibility of the lead nominator, to ensure that the “case for election” is fully and correctly completed. Both of the nominators must authorise the nomination.** The completed dossier should be submitted using the procedures described.

D. Guidance on completion of the nomination form

1. **Case for election to the Academia (all categories)**

This section of the nomination is critical. The Classes and Section Committees will base their decisions **mainly** on this account. It must express clearly and in detail the distinctions and scientific achievements which led to the candidate being proposed. The candidate's personal contribution to original research is a particularly important component. Any major contribution to wider European collaboration or science policy should also be clearly stated. Assessment for candidates will follow the CoARA² [Coalition for Advancing Research Assessment] commitments. Any metrics data will be used as an additional contribution to the assessment.

2. Foreign Membership

Eminent scholars from outside of Europe and who are invited into membership, enhance the status and reputation of the Academia. The Board of trustees have decided that election as a Foreign member is a particular distinction and honour and therefore any nominations to this category, will be subjected to an additional eligibility requirement.

*Thus, in addition to “possessing all of the qualities and attributes necessary for Ordinary membership”: **candidates for election as Foreign members should present clear evidence of strong and sustained (ongoing) collaboration(s) and verifiable working links with European institutions and centres of scholarship. The nominators should validate these claims.** The award of honours by European institutions, substantive positions (such as professorships) and substantial periods of residence at European centres can provide the additional evidence of such links. Short term study visits, conferences and summer schools are not evidence of strong sustained links.*

3. Books, Publications and other outputs

Not more than ten of the candidate's most significant contributions covering the immediate past five-years, should be listed. There should be a clear indication of authorship role (sole, principal, co-author or editor of any book). If relevant, citation figures and evidence of impact can be included. **Any evidence of impacts on the wider scientific community and/or on the wider public flowing from the work of the candidate is welcome.** For example, art and performance installations, citizen science initiatives and public interactions for education and outreach.

4. Honours and major awards

These should be substantial national and international prizes, or other honours. For example, medals recognising sustained academic distinction and election to national Academies. The awarding of research grants and project funds are not in themselves of significant enough recognition. **ERC grants should be included.**

E. Submission of the completed nomination

1. **The form, once fully completed, checked and authorised by BOTH nominators,** should be submitted online by following the instructions given in the form itself and on the nominations webpage. In case of difficulties, please contact the nominations team in Graz. **Once submitted, the forms may be re-edited up to the official closing date for the call and not beyond.**

² CoARA - <https://coara.eu/>

Executive Secretary (Munich office)
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