

Overview of Diploma Regulations

Registration and Fees

All students wishing to enrol on the International Diploma must complete the appropriate application form and pay the relevant fees. Registration commences on 1 October and closes on 15 December each year.

Students enrolling on the Diploma are automatically registered as student members of the Institute and are required to pay the student annual subscription fee in addition to the module fees.

Diploma applications will not be processed until full payment is received. All fees are payable to the Institute in Pounds Sterling unless otherwise agreed.

By enrolling on the Diploma you will be deemed to have accepted the terms and conditions of the Institute and to have agreed to abide by its Code of Conduct and its examination rules and regulations.

Renewal of membership

The Institute's subscription year runs from 1 July to 30 June. You will receive an annual invitation to renew your membership for the forthcoming year. If you do not pay your annual subscription you will not be permitted to sit the examinations nor will you receive your examination results.

Entry requirements

Students wishing to enrol on the Diploma must possess one of the following:

- IRM International Certificate in Risk Management
- A first degree of at least 2:2 from a UK university, or the equivalent from a non UK university/college
- A recognised equivalent professional qualification and at least 3 years risk management associated experience.

Students who are unable to satisfy the above criteria may still apply providing they can evidence 3 or more years risk management experience gained at a senior level.

Exemptions

The Institute recognises previous learning and holders of certain qualifications may be entitled to exemptions from the Diploma. Exemptions are granted on a module by module basis. You must supply evidence to prove you have previously studied all the material covered by a module syllabus to a level equivalent to the Diploma. Exemptions will only be granted on the basis of completed qualifications. Further information on exemptions together with IRM's Exemption Policy can be found on IRM's website.

Progression through the Diploma

All students must complete the Diploma within 7 years of enrolling. Examination passes are valid for this duration, as long as you maintain your membership and enrol to take at least one module per year. You may apply to take up to two, one year breaks during this time as long as your student membership fee is kept up to date.

All students must study Level 1 in the prescribed order and are strongly advised not to take more than 3 modules in any one year. Levels 1 and 2 must be completed prior to moving on to Level 3.

Deferral of examinations

Students may defer their examinations for up to one year. If you wish to defer you must write to the Institute by **28 February** setting out your intentions. You may only defer an examination paper once and you must still complete the Diploma within the 7 year time limit. You will be required to pay a fee for each module you defer.

Entering for the Examinations

Examinations are held annually in June. You must select your preferred examination centre at the time of enrolment. If you do **not** indicate a preference you will automatically be allocated to the examination centre nearest to your correspondence address. Details of all the approved examination centres can be found on IRM's website.

The examination day arrangements for all UK centres and most overseas centres are administered by the Institute of Chartered Secretaries and Administrators (ICSA) on behalf of IRM.

UK students will receive an admission slip approximately two weeks prior to the examinations and overseas students approximately four weeks prior to the exams. If you do not receive your admission slip by the end of this period you must contact IRM by telephone on +44 (0)20 7709 9808 or by email at studentqueries@theirm.org. Access to the examinations will not be granted to students who are not in possession of an admission slip. If you fail to contact IRM prior to your examinations, the Institute will **not** be liable for you missing your examination and subsequently will not transfer or refund any fees paid.

Your admission slip includes your unique candidate number.

Special Centres

Overseas candidates in areas other than those listed on IRM's website may make an application to IRM to arrange a Special Centre. All Special Centre applications must be made on the appropriate form and submitted to the Institute by **28 February** with the appropriate fee. Where such arrangements are made, candidates will also be required to pay any local supplementary charges involved.

Further details on Special Centres together with the application form can be found on IRM's website.

Special Arrangements

Wherever possible, IRM will provide examination arrangements that take account of students' special needs. Students should submit any request for special arrangements by **28 February**. This is to enable the Institute to effectively assist with special arrangements. While the Institute aims to meet all such requests it cannot undertake to fulfil individual requirements where submissions are received late.

Full details of Special Arrangements together with the application form can be found on IRM's website.

Pass marks

The pass mark for all examined modules and the practical assignment is 50%.

Re-sits

If you are unsuccessful in your Diploma examinations you may apply to re-sit the failed module(s) in the following session.

Re-sit application forms are available from IRM's website and must be received by IRM with the appropriate fees, no later than **15 December**.

If you fail to achieve a pass in any Level 1 or Level 2 examination after four attempts you may be asked to terminate your studies and transfer to the IRM Certificate programme .

Candidates who are unsuccessful in their Level 3 assignment may re-submit their assignment at the next opportunity. A re-submission fee is also payable.

Non attendance at an examination

If you fail to turn up for an examination and have not requested a deferral, you will receive a fail mark for that examination.

Completing the Assignment

Level 3 requires students to complete an 8,000 word assignment based on their own organisation, department, sector or technical interest. Guidance on structuring and completing the assignment can be found on IRM's website.

Students must submit their proposed assignment topic before commencing the writing of their assignment. Proposals may be submitted only during the months of September and March. Proposals submitted at any other time will be held over to the next period.

Assignment proposals will be reviewed and approved by an assessor within one month of receipt. If you are required to provide additional information in support of your proposal, additional time will not be added to the timescale for completing assignments.

Students have 6 months in which to write their assignments. Submission deadlines are **1 May** for proposals submitted in September and **1 November** for proposals submitted in March.

All students will be required to sign and attach to their assignment a declaration form to confirm that the assignment is the original work of the student. Assignments received without this form will not be accepted. Students found guilty of plagiarism may face disqualification from the Diploma and/or disciplinary action under the Institute's Code of Conduct.

The Institute owns the publishing rights to every assignment and may choose to publish assignments in whole or part through its website, magazine or any other media.

Completion of the Diploma

Students who successfully complete all three levels of the Diploma will receive a certificate of completion and an invitation to apply for full membership of the Institute. Full membership and the use of the designatory letters MIRM is awarded to Diploma holders who have 3 years relevant professional experience.

Certificates of completion alone do not confer any membership rights or eligibility to use the designatory letters.

Cancellation and refunds

We recognise that a change of circumstances may mean that a student has to withdraw from their course of study. A refund of the module fees paid less an administration charge of £100 per module will be made if written notice is received by the Institute before the close of the enrolment period. No refunds are permitted after the enrolment closing date. The application fee and the student annual subscription are non refundable.