

Overview of Certificate Regulations

Registration and Fees

All students wishing to enrol on the International Certificate must complete the appropriate application form and pay the relevant fees. There are two registration periods each year:

- 1 August – 15 December
- 1 February – 31 May

Applicants enrolling on the Certificate programme are automatically registered as student members of the Institute. The Certificate fee includes the first year's student annual subscription fee in addition to the module and on-line resource fees.

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

All students accepted on to the Certificate programme will be deemed to have accepted the terms and conditions of the Institute and to have agreed to abide by its examination rules and regulations.

Entering for Examinations

Examinations are held annually in June and November.

You must select your preferred examination centre at the time of enrolment. If you do **not** indicate a 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** for the June examinations and by **31 July** for the November examinations 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** for the June examination and by **31 July** for the November examinations. 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.

Programme time limit

All students must pass both papers of the Certificate programme within 2 years of registering with the Institute.

Deferrals

Students may defer their examinations for one session. If you wish to defer you must complete a deferral form. Students wishing to defer their November examinations must submit this form no later than **31 July**. Students wishing to defer their June examinations must submit this form no later than **31 March**. You will be required to pay a deferral fee and you may only defer your examinations once. A copy of the deferral form can be downloaded from IRM's website.

Pass marks

The pass mark for both papers is 50%.

Re-sits

All students are expected to complete the Certificate programme at the first attempt. However, students who are unsuccessful in their examinations are allowed up to a maximum of two further attempts to pass the required papers. Any student who is still unsuccessful after three attempts will be required to re-register for the Certificate programme and pay the full entry fee.

Re-sit application forms are available from IRM's website and must be received by the IRM with the appropriate fees, no later than **15 March** for the June examinations and **10 September** for the November examinations.

Non attendance at an examination

If you do not inform the Institute about your intention to defer and fail to turn up for an examination you will receive a fail mark for that examination.

Completion of the Certificate

A certificate of completion will be sent to those students who successfully complete both papers of the Certificate. They will also receive an invitation to apply for membership of the Institute and the use of the designatory letters CIRM.

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 fees paid less an administration charge of £250 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.