

Exemption Guidelines

General Information

Exemptions from the IRM Diploma

Holders of certain professional qualifications and university degrees may be entitled to exemptions from some or all modules of the IRM Diploma.

Applying for exemptions

Exemptions are granted on a module by module basis. You must supply evidence to prove you have previously studied all material included in a module syllabus to a level equivalent to that required by the Institute's 'exemption panel'. Where your existing qualification(s) have not been assessed by the IRM before, it will be circulated for approval by the 'exemption panel'.

Standard exemptions are qualifications that have been previously approved by the Institute. A list can be found on the IRM website.

Non-standard exemptions are reviewed by the 'exemption panel' and will not be considered without sufficient supporting documentation.

Exemptions are **only** granted on the basis of completed qualifications.

Supporting documentation for exemptions

Standard exemptions

Certificates confirming successful completion of qualifications must be submitted with the appropriate exemption form. Do not send in original copies unless requested to do so by the IRM. All photocopies must be certified as true copies of the originals.

Non-standard exemptions

A copy of the syllabus from the qualification which supports your exemption application must be sufficiently detailed to enable clear evidence of your coverage of each Diploma module syllabus. Certificates confirming successful completion of qualifications must also be supplied with the relevant syllabus. Do not send in original certificates, unless requested to do so by the IRM. All photocopies must be certified as true copies of the originals.

Detailed cross-referencing for non-standard exemptions

When completing an exemption application form you must cross-reference the IRM syllabus that links each appropriate element to your previous qualification(s) syllabus.

What should I apply for?

Applying for 5 or fewer exemptions

Please complete the 'Diploma Exemption' application form. You must read the instructions on the form prior to applying and completing the form.

You must be a registered Diploma student when registering to apply for exemptions.

Applying directly for Graduate (GradIRM) or Member (MIRM) status through exemption

Please complete the 'Member Exemption' application form. You must read the instructions on the form prior to applying.

This form must be sent in with a completed membership application form.