



Institute of Risk Management

Student Regulations and Guidance

1. Registration

All student applications must be made on the appropriate form/s and must be received by the Institute by the registration closing date. Applicants submitting their initial registration form for the IRM Diploma must submit authorised copies of all relevant certificates and documentary evidence to prove they meet the entry requirements.

As there are no entry requirements for the IRM Certificate, supporting certificates and documentary evidence are not necessary.

Registering as a student confers no rights of membership or voting rights. Students may not describe themselves as members of the Institute of Risk Management until they have passed the required examinations and fully satisfied the entry requirements and been formally elected to Membership.

Students are strongly recommended to conduct themselves in accordance with the Institute's Code of Conduct, as failure to do so may affect an individual's eligibility to be accepted into full Membership on completion of their professional qualification.

2. Examination Entry

Individuals applying for examinations must be registered Students, Affiliates, Graduates, Certificants, Members or Fellows of the Institute.

All applications to sit the Institute examinations must be made on the appropriate application form(s) or examination entry form and received at the IRM office by the registration closing date.

Submission of a completed registration form or examination entry form does not confirm entry to an examination. Cancellation of, changes to, or deferrals of examination entries will not be permitted after the closing date other than in exceptional circumstances.

Candidates prevented from sitting the examinations due to ill health can apply to postpone their examination entry until the next session. The Institute may also consider requests of postponement in the event of a close personal bereavement immediately prior to the examinations.

Candidates can only apply **once** to postpone a Diploma examination or one or both of the Certificate examinations.

All deferral requests are subject to individual review by the IRM and candidates must provide evidence for their reason. An email or letter explaining the circumstances will NOT be sufficient. The Institute's decision is final and there is no appeals process.

Acceptable reasons for deferment

- Death, serious illness or major non-cosmetic medical operation, either of the student or of a close family member. Close family members are defined as partners, children, siblings, parents or grandparents only. Evidence to be supplied would normally be a death certificate, doctor's letter or hospital appointment letter.
- Military or Jury service
- War, riot or civil insurrection

Non- acceptable reasons for deferment

- Work and travel commitments
- Holidays
- Weddings
- Moving home
- Childcare
- Travel disruption

Candidates are advised to check their acknowledgement and admission slip carefully and to contact the IRM immediately if there are any discrepancies or problems between the slip and the required entry details.

Candidates who fail to inform IRM of any discrepancies with their admission slip, or that they have not received any documentation confirming their entry at least 2 weeks before the examinations, the Institute will NOT be liable for any examinations missed and subsequently will not transfer or refund any associated fees paid.

3. Absence from an examination

Absence from an examination for which a candidate has been entered will count as a failed attempt, unless a deferment request has been previously approved by IRM. Note candidates only have **one** opportunity to defer an examination module for the Diploma or an examination paper for the Certificate.

4. Removal from IRM's database

Diploma Students who fail to pass a level 1 or level 2 examination or the level 3 assignment within four attempts may be in jeopardy of being removed from IRM's register of students or being advised to reconsider their position. The Institute may suggest the Student becomes an Affiliate or undertakes the IRM Certificate instead depending on which stage they are at with their studies.

5. Fees payable

All relevant fees must accompany registration forms or examination entry forms. Applications will not be processed until all fees have been received or a completed credit card mandate has been received and processed.

Organisations making payments by BACS on behalf of students must quote the student's full name as well as a purchase number or invoice number if applicable. Failure to do so will delay the Institute identifying payments and processing application forms.

Fees are determined by the candidate's place of residence at the time of registering to become a student or registering to take an examination. ALL correspondence must be to the stated address, unless previously notified to the Institute.

All fees payable to IRM must be received in pounds sterling and all bank charges must be covered by the candidate.

If an employer is paying a candidate's fees, it is the candidate's responsibility to ensure these are paid promptly. Where fees are paid late, a candidate will not receive a refund and IRM will not transfer a candidate's registration to the next session. In circumstances where an employer is known to take a long time to pay fees, it is advisable that the candidate pays the fees themselves and gets reimbursed from their employer.

Enrolment, membership fees and online resources fees for the Diploma are non refundable. Module fees are refundable if notification is received in writing by the closing date of registration.

The Certificate fee is refundable if notification is received in writing by the closing date of registration. A payment of £250 will be deducted from the refund to cover the administrative costs of the Institute. Fees will only be refunded at the Institute's discretion.

6. Progression through IRM's qualifications

All Students must undertake and pass the International Certificate in Risk Management or meet the alternative entry requirements prior to registering for the International Diploma in Risk Management.

Students must pass or receive exemption from levels 1 and 2 prior to undertaking level 3 of the Diploma. Under NO circumstances will students be able to register for Level 3 until levels 1 and 2 have been completed.

.As a guide, the Certificate includes about 200 hours of study. For each module of the Diploma for levels 1 and 2 it will take approximately 120-150 hours of study, but this depends on previous risk management knowledge and personal study experience.

Students are strongly advised to follow the recommended study plan, which is as follows:

Year 1: 2 core modules
Year 2: 3 core modules
Year 3: 2 specialism modules
Year 4: Practical assignment

7. Study materials

Students must allow approximately 14 days from the date IRM receive an application form and payment for access to the online study materials. At particular busy times, this period could be up to 28 days. Therefore, students are strongly advised to register as early as possible.

Late registration for a professional postgraduate qualification such as the Diploma is not advisable. Students must seriously consider the time commitment and dedication required in undertaking such a qualification.

Study materials are subject to inevitable change due to the subject nature of risk management, i.e. changes in law, codes and practices. Study materials will be reviewed on an annual basis and therefore students retaking modules or deferring modules could be affected by changes in study materials and may also incur additional costs.

8. Appeals

IRM aims to ensure that all assessments are marked fairly, consistently and accurately. However, on occasion, IRM recognises that a candidate may wish to appeal against a result given. There is an appeals process for students who receive a Marginal Fail. **THE INSTITUTE WILL NOT HOWEVER ENTER INTO CORRESPONDENCE REGARDING EXAMINATION RESULTS OR CONDUCT APPEALS FOR THOSE WHO HAVE ACHIEVED DISTINCTION, MERIT, PASS OR FAIL GRADES.**

9. Validation of passes

9.1 Diploma

Students are permitted to defer taking an examination on one occasion once the deferral fee and their reasons for the deferral in writing are received by the Institute. Those who continuously request deferrals or do not attend examinations may be in jeopardy of being removed from the IRM database or asked to reconsider their position and become an Affiliate. All students have up to eight years to complete the Diploma.

9.2 Certificate

Students are permitted to defer taking their examinations on one occasion once the deferral fee and their reasons for the deferral in writing are received by the Institute. Those who fail up to four attempts to pass one examination will be required to retake both examinations again.

10. Liability of the Institute

If the Institute, for any reason within or without its control, should find it impossible to hold any of its scheduled examinations, or if a candidate's completed examination script is lost or destroyed, the Institute's liability shall be limited to a complete refund of the fee paid in respect of the examination.