

Student rules and regulations for validated postgraduate programmes

Definitions

'UKRIAT' means the United Kingdom, Republic of Ireland and Associated Territories division of the Chartered Governance Institute.

'The Institute', 'We', 'Us', and 'Our' means The Chartered Governance Institute.

'Student', 'You', and 'Your' means the person registered or applying to be registered as a student of The Chartered Governance Institute.

'Course' means the course of study and assessment for which the student seeks registration including all support and services provided by the Institute in order for the student to complete the appropriate study.

'Application' means the application for registration submitted by the student in accordance with the student rules and regulations.

'Agreement' means this contract between the Institute and the student and comes into effect on the date that an application is received and accepted by the Institute as suitable for registration and notice of such acceptance has been issued to the student.

1 Membership rights and code of conduct

- 1.1 When you register as a student and receive confirmation from us that you have been registered you may only describe yourself as a 'Student' or a 'Student of the Chartered Governance Institute'. You may not be described as a 'member of the Institute' or a 'Chartered Secretary' or a 'Chartered Governance Professional' while a student.
- 1.2 As a student of the Institute, you will behave in accordance with our 'Code of Professional Ethics and Conduct'. If you fail to do so, this may lead to disciplinary action and could affect your ability to continue studying or, on completion of the examinations, to be accepted as a member of the Institute.

2 Registration as a new student on Chartered Governance Institute validated postgraduate courses

- 2.1 Your student status with your university does not grant you student status with the Institute. We will contact you to provide information about registering with us.
- 2.2 We encourage you to register in your first term or semester of study, using the online 'University student registration form' which we will give you access to.
- 2.3 When you submit your form you also need to pay the first instalment of the student and membership fee.

- 2.4 You will not be registered as a student of the Institute until payment of the first instalment of this fee has been received in full.
- 2.5 On receipt of your form and fee, we will verify your student status with the university and contact you to confirm your registration.

3 Fee payment

- 3.1 All fees are payable to the Institute in sterling. Other currencies will not be accepted.
- 3.2 You need to pay the correct fees at the same time as you register.
- 3.3 If, at the point you register as a student, you have already paid to be registered with us in any other way, we may consider transferring your existing payment to cover all or part of the first instalment of the student and membership fee. Such decisions are made at our discretion.
- 3.4 On successful completion of your postgraduate programme, we will contact you to confirm that you are eligible to transfer from student to Graduate status with the Institute. At this point you would need to pay the second instalment of the student and membership fee.

4 Refunds

- 4.1 You have the right to cancel and obtain a full refund of your initial registration fee by email or in writing within 14 days of payment provided you have not received any training or services. Later cancellations will be subject to an administrative charge as set out on our website and will be made solely at our discretion. You will provide a reason for such cancellation.
- 4.2 Applications for refunds must be sent to enquiries@icsa.org.uk or in writing to Member Services, The Chartered Governance Institute, Saffron House, 6-10 Kirby Street, London EC1N 8TS. Fees will only be refunded in sterling.

5 Removal from the register

We reserve the right to remove students from the register without refund of fees in the event of the following circumstances:

- 5.1 The university determines that it is unable to award the postgraduate qualification for any reason.
- 5.2 It has been determined that a student has breached our 'Code of Professional Ethics and Conduct'.
- 5.3 Non-compliance with any part of this student rules and regulations document.
- 5.4 Non-payment of student or membership fees.

6 Student agreement

As a student you agree:

- 6.1 To abide by these student rules and regulations as stipulated from time to time.
- 6.2 To undertake the appropriate course of study under your own responsibility as to how, when and where such study will take place.

- 6.3 To observe any deadline dates set by the Institute for any matters related to your programme of study and the related student and membership registration and fees.
- 6.4 To inform us of any breaks or delays in your study programme.
- 6.5 To keep any information provided by the Institute and any correspondence with us confidential.
- 6.6 To be responsible for any consequences arising out of the publication, loss or disclosure by you of your online registration information such as MyCG username and password.
- 6.7 To remain responsible for all fees and charges and to pay all such fees and charges as stipulated by the Institute for the course.
- 6.8 Not to infringe, and to take all reasonable steps to protect, the copyright or other intellectual property rights of the Institute.

7 Chartered Governance Institute agreement

We agree to:

- 7.1 provide adequate warning, and the opportunity for the student to take action, in the event of a major decision such as removal from the student register;
- 7.2 treat our students with courtesy and respect.
- 7.3 treat our students fairly and consistently.
- 7.4 deliver a quality service to our students.

8 Termination of student status

We reserve the right to terminate the student's registration at any time and without notice in the event that the student breaches any of his or her obligations under this agreement or takes any action which, in the opinion of the Institute, might be construed as bringing the Institute into disrepute or for any other reason which, in the opinion of the Institute, justifies such action.

9 Force majeure

We will not be liable for non-performance of any of its obligations under the agreement due to circumstances beyond its reasonable control.

10 Severability

If at any time any part or parts of this agreement are held to be unenforceable, illegal or otherwise not valid, either wholly or in part, the remaining parts of this agreement will continue to be binding and in effect.

11 Governing law

The agreement and all rights and obligations of the parties hereto will be governed and construed in accordance with the laws of England and, unless otherwise agreed, the parties hereby submit themselves to the exclusive jurisdiction of the English courts.

12 Data Protection

The Institute and the student agree to comply with the Data Protection Act 2018 and the EU General Data Protection Regulation and other relevant data protection legislation in their performance of this Agreement. Our privacy policy is incorporated into and forms part of this Agreement and is available at <https://www.icsa.org.uk/privacy> as amended from time to time.

13 Statutory rights

Nothing in these terms and conditions will operate to affect the statutory rights of either party.