

Terms and conditions for Management Entry Route

These Terms and Conditions should be read and accepted in conjunction with the [CIPS General Terms and Conditions of Business and Website Use](#)

Term number	Term reference	Terms for the Applicant	Terms for Management Entry Route – CIPS
1)	Membership of CIPS	You must be or become an Affiliate member of CIPS to access the Management Entry Route	If the applicant is not already a member of CIPS, this requirement must be met before access to a Management Entry Route application. Applicants can join online to become an Affiliate member.
2)	Application	You can submit an application once you are a member of CIPS	The application must include the required documents and confirmation of completion of the CIPS ethics test
3)	Ethics Test	You must have an up-to-date CIPS online Ethics test. Your MER application will not be accepted unless there is proof you have successfully completed the CIPS Ethics Test within the 12 months preceding your MER application.	The applicant must have a current certificate showing that the ethics test is up-to-date. An MER application will not be accepted without this. CIPS members in any grade have free access to the ethics test.
4)	Payment	Registration is complete when you successfully make payment for the MER assessment. Payment can be made by credit or debit card (subject to processing fees) Payment must be received in full.	CIPS will contact the applicant to request payment. We accept credit or debit card payments.
5)	Refunds	You are entitled to a full refund of MER fees within 14 days of making payment. You will waive your right to a refund within this timeframe once you access the Competency Assessment, as this stands as an agreement for the services to begin before the refund period has ended. CIPS will not otherwise refund fees unless there are exceptional circumstances, and will not refund fees if you are withdrawn from the assessment process at any stage. (See also Terms, 9, 13,14).	Other than in accordance with statutory requirements, CIPS will not be able to offer any refund except in exceptional circumstances with independent evidence (for example, medical reports) to substantiate the claim. Refunds, if made, will be credited to the applicant's account.

6)	Internet Access requirements	You will need uninterrupted access to the internet to complete the online CIPS Competency Assessment. You should allow up to 2 hours to complete this assessment. The interview assessment is conducted via online video technology and you will need good internet connection for this. You should allow approximately 2 hours for the interview.	CIPS accepts no responsibility for an individual's internet access and will not accept appeals based on issues with internet connection as a reason for not being able to complete any assessment within the allowed timescale.
7)	CIPS Competency Assessment – Stage 1	The CIPS Competency Assessment must be successfully completed for applicants to pass to the next stage of the assessment process. The results of your competency assessment will be included in the outcome report on your MER assessments – you will not receive separate notification of your performance in the Competency Assessment.	CIPS provides applicants one attempt at the CIPS Competency Assessment. Failure to complete this within the set timescale means the assessment process is stopped and the applicant may be advised to reapply in the future
8)	Timescale for Completion	The CIPS Competency Assessment must be completed within a maximum of 30 calendar days from receiving the assessment instructions.	The 30-day period starts from the date the email is sent to the applicant. Applicants should note that access to the Competency Assessment will expire at midnight on day 29.
9)	Failure to complete within the deadline	If the competency assessment is not completed within the set calendar day timescale, you may be subject to rejection from the MER assessment process. In this circumstance, fees are non-refundable. All deadlines are clearly stated in the guidance.	CIPS will confirm rejection from the process.
10)	Completion of the competency assessment	When you have completed the competency assessment, you will receive a booking link for the Interview assessment.	A booking link is provided to arrange an interview assessment at a time and date convenient to the applicant and an available assessor
11)	Registration for Stage 2 - the Interview Assessment	Registration for the interview assessment must be completed with 28 days of completing the competency assessment. Registration is complete when the interview date is set up. The interview must take place within a maximum of 28 days after you have completed the competency assessment.	Failure to register to undertake the interview assessment within 28 days of undertaking the online assessment will mean automatic withdrawal from the process. If applicants are then interested in pursuing MCIPS via the MER route, a new application would be required which would be subject to the full assessment fees on reapplication.
12)	Interview recording and ID Requirements	The Interview will be recorded for quality, training and verification purposes. You agree to this by undertaking the interview. You must know and be able to quote your CIPS ID at the start of the interview. Evidence of identity will be requested.	CIPS will use any recordings for quality assurance, training and validation purposes only. Recordings of interviews will not be made available to applicants. CIPS complies with relevant data protection legislation.
13)	Cancellations	Cancellation or rescheduling of interviews must be requested via email to mer@cips.org . A minimum of 7 days' notice is required. Failure to attend or give the 7 days' notice will result in a cancellation fee.	CIPS reserves the right to cancel or reschedule interviews at short notice to the applicant.

14)	Deadlines, extensions and extenuating circumstances	<p>If you are unable to meet any deadline, you must inform CIPS via email to mer@cips.org and request an extension a minimum of 7 days before the deadline date has passed.</p> <p>If you do not meet the required deadlines, you will be withdrawn from the assessment process. In this circumstance, fees are non-refundable.</p>	<p>Late submissions will not be accepted or assessed unless there are very exceptional and extenuating circumstances – such as a serious illness (a medical note will be requested as evidence).</p> <p>CIPS will confirm rejection from the process in writing. For extensions, CIPS will acknowledge the notification and provide a suitable response. CIPS reserves the right to refuse requests for extension.</p> <p>CIPS will consider requests for extensions where the individual is experiencing extenuating personal circumstances.</p>
15)	Format and word count of any required written work	<p>The format and structure of any written element should follow the guidance provided. Word counts must be met. Where a word count is set, there is a permitted tolerance of +/- 10%. All submissions must be made electronically in PDF format (Microsoft Word is acceptable where PDF conversion is not available).</p>	<p>Where word counts have not been met CIPS reserves the right to request a rewrite or reject the submission.</p> <p>Any submissions not submitted electronically in globally acceptable formats such as Microsoft Word or PDF may be rejected.</p>
16)	Authenticity and plagiarism	<p>Statement of Authenticity: By participating in the MER assessment, all applicants agree that all work is their own.</p> <p>Your submission must be your own work. CIPS uses anti-plagiarism software to check relevant submissions.</p>	<p>CIPS will take cases of plagiarism very seriously. CIPS reserves the right to reject any applicant they suspect is in breach of either the Statement of Authenticity or plagiarism.</p> <p>CIPS also reserves the right to take further steps relating to any breaches. No refunds of fees will be made in cases of plagiarism.</p>
17)	Resubmissions or reattempts	<p>If you are unsuccessful at meeting the required standard for any of the elements of the assessment, CIPS, at its own discretion, may choose to offer you one resubmission opportunity.</p>	<p>If this is the case, CIPS will make an offer and provide a deadline for completion of the reattempt.</p> <p>Failure to submit, or meet the required standard means the assessment process is stopped and the applicant may be advised to reapply in the future.</p>
18)	Outcome; timescales for notification	<p>You should expect to be informed of the outcome from the MER assessment within 30 calendar days of completion of the interview.</p>	<p>CIPS will advise the applicant of the outcome of the MER assessment within 30 calendar days of completion of the final stage of the assessment.</p>
19)	Appeals	<p>Applicants have the right to request a review (stage 1) or appeal (stage 2) by following the standard CIPS review and appeals process. Reviews and appeals carry a fee which is refundable if the appeal is upheld.</p>	<p>CIPS will review all appeals according to the published CIPS review and appeals policy and process.</p>