

## Fair Use Policy (12-month Individual “Unlimited” Access) – online self-study courses

### Scope

- This plan covers named, individual access to ICMA Education & Training online self-study courses, excluding the Fixed Income Certificate and any courses listed as livestreamed or classroom-based training.
- You will receive access to the learning platform from the start date of your first course (normally on the first of each month). You will retain access to the learning platform for 12-months. Each course retains its standard access window, typically 3 or 6 months, per enrolment.

### Account use

- Accounts are non-transferable and may not be shared. ICMA may require identity verification at enrolment or before assessment.
- Account holder may access platform from one device at a time. Access from new devices may require identity verification.

### Enrolment pacing

#### Active enrolments:

- You may have **up to two courses active at the same time**.

#### New enrolments:

- You may start **one new course every 30 days** unless you are already enrolled in two courses. If you are enrolled in two courses, you must either complete, postpone or withdraw from one of these courses before enrolling in another. For the avoidance of doubt, you cannot be enrolled in more than two courses at any one time.
- ‘Completing’ a course means EITHER successfully passing an exam OR completing all course materials and requesting a Certificate of Attendance from [education@icmagroup.org](mailto:education@icmagroup.org)
- ‘Postpone’ a course means contacting [education@icmagroup.org](mailto:education@icmagroup.org) and requesting that access to the course be suspended for a maximum of three months. Please note that the duration of any postponement must fall within the original 12-month access period unless an extension has been granted.
- ‘Withdrawing’ from a course means contacting [education@icmagroup.org](mailto:education@icmagroup.org) and requesting that access to the course be terminated. Once you withdraw from the course you may reenrol at any time within the original 12-month access period.

#### After completing/postponing/withdrawing from a course:

- A **7-day cool off period** applies before your next enrolment becomes available. This cooldown does *not* apply if you have completed fewer than two courses in total or if ICMA grants an exemption.

### Assessments and certification

- One exam attempt is included per course enrolment.

- If you do not pass on the first attempt, you must pay the prevailing re-sit fee to take a second attempt. This re-sit must be taken within 30 days of becoming eligible; otherwise, the enrolment may expire.
- If you do not pass the second attempt, you must wait an additional 30 days before becoming eligible for any further attempt. Each additional attempt requires payment of the prevailing re-sit fee.
- ICMA may limit the total number of attempts permitted for any assessment at its discretion.
- ICMA may use identity checks during remote proctoring to ensure the delegate taking the exam is the account holder. Failure to comply can lead to invalidation of results and may lead to an account being terminated with no recourse to refund.
- Up to four certificates for passing the exams of four courses are included within the 12-month pass. Delegates are entitled to complete more than four courses during the 12-month period, however any additional certificates may require an administrative fee or pre-approval.

#### **Use of learning materials**

- To ensure courses are only being accessed by the account holder, ICMA may watermark documents and pages with the account holder's name, email, and timestamp.
- ICMA may rate-limit requests, disable tools that show abnormal activity, and lock accounts pending review.

#### **Breach, suspension, and remedies**

- ICMA may suspend or revoke access where use materially deviates from normal learning patterns or breaches this Policy.
- Certificates or results obtained through violation may be void.
- Appeals can be submitted in writing within 14 days of notification.

#### **Academic Integrity Code**

1. Do your own work. No impersonation, unauthorised collaboration, or sharing of exam content.
2. Use only permitted materials. If an exam is 'closed-book', this means no notes or external resources are permitted during the exam unless stated. Protect confidentiality. Do not post questions, answers, or screenshots online.
3. Respect invigilation. Identity checks and room scans may be required.
4. Accept consequences. Violations may lead to invalidation, suspension, or a ban from future enrolments.