

Definitions

“CGISP” or “we” means the Chartered Governance Institute Singapore Division.

“CGQP” means the Chartered Governance Qualifying Programme.

“Student” or ‘you’ means the person registered or applying to be registered as a CGISP student.

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

1 Membership rights and code of conduct

1.1 When you register as an CGISP student and receive confirmation from CGISP that you have been registered, you can describe yourself as an ‘CGISP student’. You cannot describe yourself as a member of CGISP or as a chartered secretary until you have completed the CGQP examinations, have fully satisfied the requirements of the Byelaws for election to membership and have been elected to membership by CGISP’s Membership Committee.

1.2 As a CGISP student, you agree to behave in accordance with the CGISP Code of Professional Ethics and Conduct. If you fail to do so, it could lead to disciplinary action and could affect your ability to continue studying or, on completion of the examinations, to be accepted as an CGISP member.

2 Registration as a new student on the CGISP CGQP

2.1 You may register with CGISP as an student at any time.

2.2 You must use the online registration process for student registration and examination fee at the CGISP website www.csis.org.sg.

2.3 When you submit your online registration form you also need to pay the requisite fee per module in full. Once your registration has been accepted, the fee is non-refundable.

2.4 You may be granted exemption from some modules of the CGQP should your highest education qualification meets the exemption criteria. You have to pay the exemption fee per module together with the student registration and examination fee referred in your submission for registration as mentioned in 2.3 above. The exemption fee is non-refundable.

2.5 You will not be registered as a student until payment of the fees stated in 2.3 and 2.4 above have been received in full.

2.6 The student and examination registration fee includes:

- i. syllabi of the module(s);
- ii. access electronic copy of the study material for the module(s) which you have registered for that examination diet via the Talent management system; and
- iv. exam entry for each module(s) which you have registered for that examination diet.

3 Re-registration as a CGISP student

3.1 If you were registered as a CGISP student in the past but let your student status lapse, you will have to pay the prevailing student registration and examination fee in full to re-register.

3.2 If you passed the examinations when you were previously registered, we will not be able to count those pass grades when you re-register. This is to ensure that all students we qualify have current knowledge and skills.

3.3 Any students who have previously been removed from the register, for breach of the Code of Professional Ethics and Conduct, will not be able to re-register as a CGISP student.

4 Fee payment

4.1 All fees are payable in Singapore dollars.

4.2 You need to pay the correct fees at the same time as you register for the full fee or enter to re-sit an examination.

4.3 Your application will not be processed until CGISP receives full payment and until any outstanding payments are settled in full.

4.4 CGISP reserves the right either to withdraw a student's examination entry or to withhold their examination results until any outstanding fees are settled in full.

5 Entering for CGQP examinations

5.1 You must select which module(s) to write the examination before you complete and submit your registration.

5.2 There is a time limit in which you must attempt each exam in your CGQP. This time limit starts from the date of your first examination for a time limit of three (3) years.

5.3 If you do not attempt the CGQP examination within the 3-year time limit, you will be removed as a CGISP student.

- 5.4 You can enter for a maximum of two modules of CGISP at each examination diet.
- 5.5 When you register as a CGISP student you need to make sure that you have enough time to study and prepare to take the examinations.
- 5.6 After your exam entries have been confirmed, if you want to change a module of an examination entry or postpone to the next examination diet, you must do this before the closing date for examination entry.
- 5.7 If you want to change or postpone your examination entry you will need to pay an administration fee for each request before CGISP can process this.
- 5.8 After the closing date for examination entry, you will not be able to change your entry unless there are very exceptional circumstances.
- 5.9 If you fail a module in an examination diet, you will need to resit a module in the next examination diet. You will have to submit an application by using the relevant online form for the next examination diet if
- 5.10 You will need to pay separately for the resit module(s).
- 5.11 We need to apply these rules for examination entry to all CGISP students, but we will consider exceptions in individual cases if there is sufficient supporting evidence.

6 Admission to the examination

- 6.1 Examination admission docket will be published around three (3) weeks before the date of the examination. The admission docket will include the details of your examination centre.
- 6.2 Examination admission docket will be sent to your email address which is on the students' register.
- 6.3 You should check your examination admission slip carefully and contact CGISP immediately if you think the information there is not correct.
- 6.4 You are to download and print your admission slip and bring it to the examination centre.
- 6.5 You must read and comply with the CGISP instructions to candidates which is available on the website.

7 Postponement of an examination

- 7.1 If you are unable to sit an examination for reasons such as ill health or a close personal bereavement immediately before the examination, you can apply to postpone your entry to the next examination diet.
- 7.2 Postponements are granted at CGISP's discretion and an application for postponement must be supported by medical certificate(s) and/or other relevant documentation. CGISP cannot consider a postponement without the supporting documentation.

7.3 Postponements due to work commitments are not permitted under any circumstances.

7.4 If you are applying for a postponement, you must contact CGISP as soon as possible. The latest you must submit for a postponement is within two (2) weeks after the examination.

7.5 If CGISP allows you to postpone an examination, you will need to take it at the next examination diet.

7.6 You will need to pay a postponement fee for each module you postpone.

8 Absence from an examination

8.1 If you are absent from an examination, this will be counted as an “Absent” result.

9 Examination results

9.1 Examination results will be released to students by email.

9.2 The results are considered as final.

9.3 After examination results have been released, CGISP reserves the right to use your examination answers for study support purposes. Your answers would always be used anonymously.

10 Certificates

10.1 Your graduateship certificate will be issued when you have passed all the examinations required for your CGQP qualification.

11 Removal from the students’ register

CGISP reserves the right to remove students from the register without refund of fees in the following circumstances:

11.1 Not attempting any CGQP exams for a period of two years.

11.2 A student has held themselves out to be a chartered secretary or a full chartered member of CGISP.

11.3 It has been determined that a student has breached CGISP’s Code of Professional Ethics and Conduct.

11.4 Non-compliance with CGISP's student rules and regulations, including these rules, the instructions for candidates to be observed during the examination and the instructions of examination invigilators.

11.5 Non-payment of student fees.

12 Termination of student status

12.1 CGISP reserves 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 CGISP, might be construed as bringing CGISP into disrepute or for any other reason which, in the opinion of CGISP, justifies such action.

13 Student agreement

As a CGISP student you agree:

13.1 To abide by these student rules and regulations as stipulated from time to time.

13.2 To undertake the appropriate course of study under your own responsibility as to how, when and where such study shall take place.

13.3 To observe any deadline dates set by CGISP for examination entry, exam and postponement.

13.4 To inform CGISP of any breaks or delays in your study programme which prevent you from taking any examinations over two consecutive examination diets.

13.5 To keep any information provided by CGISP and any correspondence with CGISP confidential.

13.6 To be responsible for any consequences arising out of the publication, loss or disclosure by you of your online registration information.

13.7 To remain responsible for all fees and charges and to pay all such fees and charges as stipulated by CGISP for the CGQP.

13.8 Not to infringe, and to take all reasonable steps to protect, the copyright or other intellectual property rights of CGISP.