



This factsheet has been put together to provide information about ARMA's Certificate in Research Administration qualification. Further information about the course can be found in the Certificate Handbook and the Unit Handbook, both available on the Certificate in Research Administration web page. If you have any questions, please contact qualifications@arma.ac.uk.

The audience

The Certificate in Research Administration is aimed primarily at research administrators working in an operational role and looking to expand their knowledge and expertise across the research project lifecycle. If you are new to the profession (less than four years), then this qualification is the one most suited to your level of experience.

The structure of the course

You'll work towards the certificate through a combination of self-guided learning and the submission of written assignments. These assignments will relate to your workplace, drawing on your professional experience and the research you undertake as part of the course.

Assignments are related to units. You'll complete a total of eight units during the programme, six of which are mandatory and two optional. The table below shows the current set of units.

Certificate in Research Administration	
Mandatory units	Optional units
▪ The higher education research funding environment ▪ Identifying funding sources ▪ Costing and pricing a funding proposal ▪ Financial project management ▪ Research ethics, integrity and governance ▪ Enhancing research impact	▪ Supporting the development of a funding proposal ▪ Understanding contracts OR Research outputs management ▪ Human research and project management ▪ Supporting postgraduate research students <i>*counts as the two optional units required</i> ▪ Supporting reporting and audit

Assessment

All units are assessed by short written assignments (1,500 words for a standard unit). Students should use real examples from their organisations within their assignments, wherever possible. Assignments can be submitted at two points during the year (currently March and September) and are marked by trained ARMA members with appropriate experience in research management.

Entry requirements

There are no formal entry requirements. However, students will require relevant work experience in research management to complete the assignments. Students must also be current ARMA members, and maintain their membership throughout the course.

Participation requirements

To complete the Certificate, students will be required to:

- Identify a professional mentor (see below)
- Attend the Qualifications Induction session
- Attend the Higher Education Research Funding Environment training session
- Attend three ARMA Training & Development workshops OR the ARMA Conference plus one ARMA Training & Development workshop
- Complete a study plan
- Complete assessed work for eight units
- Complete a formal learning record of what has been learned

Course duration

The Certificate is normally completed over two years, with 240 hours of learning. This is made up of around 60 hours of formal training - made up through ARMA training courses or Conference, and contact with a mentor - and 180 hours of self-guided learning.

Professional mentor

All students will need to identify a professional mentor to support them throughout the duration of the course. This would not normally be your line manager, but could be an experienced research manager from within your organisation who can provide professional advice. The mentor's role is to help you decide which units to study, the order of study and when you would be best placed to submit; to act as a sounding board to help you test your ideas; and to provide support and encouragement as you proceed through your course.

Support

While the focus is on self-guided learning, we do provide different elements of support. You will become part of a networking group, via LinkedIn and - coming soon - on the ARMA website. We can organise facilitated webinars, to bring you and fellow students together, to ask questions and share ideas and experiences. And you'll find a wealth of online resources relating to each of the course units and guidance on completing the Certificate.

Fees and other costs

For the October 2017 cohort, fees will be £600 + VAT. This includes: registration to the course, and our accrediting body, the ATHE; assessment and certification of eight units; and attendance at two half-day workshops (induction and the higher education research funding environment). This fee is paid at the start of the course.

Additional costs will include: your annual membership (£95, unless you are member of a group); and course fees for the ARMA Training & Development events (average price £225 + VAT) OR attendance at the ARMA Conference (around £550 + VAT). Fees will be paid as you register for the individual events.

Total costs for the Certificate will therefore be in the region of £1,250 + VAT.

Contact

For all qualifications enquiries, please contact qualifications@arma.ac.uk.