

Qualifications FAQs

What are the Qualifications?

ARMA offers the Certificate in Research Management in Foundation and Advanced levels. They are a professional qualification for those new to the sector and those at management level, to help our members develop their skills and expertise.

When do they start?

We currently have a yearly cohort starting in early November. Registration opens in spring and closes mid-October. We publish these specific dates each year in our spring [ARMA member's](#) newsletter and priority is given to those on our [early bird](#) mailing lists.

How do they work?

The online unit webinars are delivered throughout the first year of study with guidance and signposting from the unit presenters. You will use your own role and place of work as the basis for evidencing your knowledge in your unit assignments. You can work through these at a pace that suits you, aiming to complete within 2 years. We offer multiple assignment submission deadlines each year. These are flexible, so if you aren't able to make the spring deadline you can submit two assignments in the autumn round.

What do I have to pay upfront?

You need to have active [ARMA membership](#) to register and for the duration of your study (students usually complete within two to three years). You also pay for the course fees upfront, which vary depending on the course you're doing and have the option to pay by card or request an invoice.

How much does it cost?

As you have to be an [ARMA member](#) to register and for the duration of working on your qualification, you will need to factor that into your budget. To join ARMA and learn more about member benefits and prices for group and individual memberships, visit [ARMA membership](#)

And then the cost of the certificate you wish to work towards:

Prices for 2026 Registration (no VAT)

Foundation Online	£1215
Advanced Online	£1317
Foundation Online Monthly*	£101.25
Advanced Online Monthly*	£109.75

***paid in 12 monthly instalments over the first year**

**** Remember to factor in [membership](#) costs**

#Foundation Face to Face option *Venue TBC – likely Leeds*

#Advanced Face to Face option *Venue TBC – likely Leeds*

Lunch and refreshments included

You have the option to select card payment or invoice when completing your online order form.

What time will I have to commit?

The total learning hours required for each certificate are 240 hours for Foundation and 180 hours for Advanced. We deliver webinars for each unit over the first year of study which are approximately 90 – 120 minutes long and contributes to your formal learning record. You can join the live webinars again the following year with the next cohort, or watch the recordings saved to our resource hub.

We encourage completion within two years but can offer flexibility if required. We ask that you get in touch with us to discuss your options.

What do I get for completing my qualification?

Our qualifications are accredited by the ATHE, a regulated Ofqual awarding body. You will receive a certificate from ATHE on successful completion of all units – the Certificate in Research Management.

What support will I get?

We ask students to identify a critical friend – this could be a colleague, or someone you know who has experience in Research Management who will be able to guide you and provide honest and constructive feedback. We encourage students to work as a cohort and you will be able to meet and discuss topics with your fellow students online. Unit presenters are always happy to answer your questions and we also provide a specific assignment guidance webinar at the beginning of the year, so don't worry if you aren't familiar with writing assignments. ARMA assessors give comprehensive, constructive feedback on your assignments with the aim of supporting you towards a pass. Support is also available from the ARMA Exec Office as needed. If you need any help, get in touch with qualifications@arma.ac.uk

Who are ATHE?

ATHE – Awards for Training and Higher Education – is an Ofqual regulated awarding organisation providing QCF qualifications to over 200 centers around the world. See <https://athe.co.uk/> for more information.

I have feedback about the qualifications. Who can I contact?

We're always keen to hear your views. Please contact qualifications@arma.ac.uk

