

**IPMA ITALY**  
**INTRODUCTORY CERTIFICATE IN PROJECT MANAGEMENT**  
**UNIVERSTA' DEGLI STUDI DI BERGAMO a.a. 2023/24**  
**IN PARTNERSHIP WITH ANIMP/IPMA ITALY**

**TEST DATE: May 25<sup>th</sup> 2024**

The Introductory Level Certification is carried by the IPMA Italian Certification Body (IPMA Italy) accredited in Italy by the International Project Management Association (IPMA) for the Certification of project managers program according to IPMA methodology.

## **REGULATIONS OF THE CERTIFICATION PROCEDURE**

### **I. Introduction**

The "Introductory Certificate in Project Management" Certification is conducted by the Certification Body of IPMA Italy, hereinafter referred to as IPMA Italy, the only accredited body in Italy by the International Project Management Association (IPMA®) for issuing Project Manager Certifications according to the IPMA methodology.

#### **1. Objective**

To certify that the candidate has knowledge of and has acquired theoretical competencies related to fundamental methodologies, internationally recognized, required for Project Management.

#### **2. Who is it for?**

The certification is aimed at university students approaching the discipline of Project Management and who have studied the fundamental methodologies for project management.

#### **3. Certification Body**

The certification is conducted by IPMA Italy.

#### **4. Name of the Certification**

"Introductory Certificate in Project Management".

### **II. Description of the Certification Process**

Access to the exam session is reserved for students of the Università degli Studi di Bergamo who:

- a. Have attended the "Training Program", proposed by ANIMP or a project management course within their degree program;
- b. Review this document;
- c. Register by accessing and filling out the form RELATED TO THEIR UNIVERSITY. The form is available online on the website [www.ipma.it](http://www.ipma.it) on the menu page Certifications IPMA > IPMA Italy Introductory Certificate (to access directly click [here](#));
- d. Finalize registration by making the payment online (€100 + 22% VAT) via credit card.
- e. Payment of the fee includes, in addition to registration for the Certification Exam:
  - I. Registration to IPMA Young Crew Italy, valid until 31.12.2024;
  - II. The volume in electronic format IPMA ICB4 Individual Competence Baseline (Competence Model for Project Managers developed by IPMA);
  - III. For those who pass the Certification, the attainment of the Certificate and inclusion in the official register of certified PMs published on the website [www.ipma.it](http://www.ipma.it)
  - IV. The right to a discount equal to the registration fee paid if accessing a higher-level IPMA certification exam.

**Registration must be formalized no later than 10 days before the exam date.**

For requests after this deadline, registration can proceed as at point I c. and an email can be sent to [certificazioneintroductory@animp.it](mailto:certificazioneintroductory@animp.it), IPMA Italy reserves the right to accept or reject the registration.

**Within 2 days of the exam date, students will receive an email with technical details for taking the exam** remotely (timings, link, access codes).

Following registration as mentioned above, students will receive:

- The IPMA Competence Manual in Project Management (ICB 4 Individual Competence Baseline);
- Preparation exercises for the exam.

#### **a. Exam Content**

The "theoretical" knowledge of the following "Competence Elements" (CE) is verified, extracted from the 28, which constitute the Competencies of the Project Manager according to the IPMA ICB4 Individual Competence Baseline model:

Practice Area: "Project Setup", "Requirements and Objectives", "Scope", "Time", "Organization and Information", "Quality", "Economic-Financial Management", "Resources", "Planning and Control", "Risks and Opportunities", "Stakeholders".

People Area: "Leadership", "Teamwork", "Results Orientation", "Personal Communication".

Perspective Area: "Governance, structure, processes".

#### **b. Exam Mode**

The exam consists of 30 multiple-choice questions, each with four possible answers. Only one answer is correct for each question. The exam is prepared by an IPMA Assessor accredited by IPMA Italy.

#### **c. Exam Organization**

The exam will take place in person at the University premises and through access to the online platform of IPMA Italy where the candidate can answer the questions. The candidate must present a valid identity document at the exam. Mobile phones, earphones, and manuals are not allowed during the exam.

**d. Exam Duration**

Candidates have 60 minutes to complete the exam.

**e. Supervision**

Staff from IPMA Italy.

**f. Correction**

The correction of the papers is done by IPMA Italy.

**g. Passing the Exam**

The exam is passed only if at least 20 correct answers are given out of the 30 questions posed.

**h. Registration Fee**

The exam registration fee is non-refundable. In case of non-participation, the candidate has up to one year from the date of registration to request participation in another session. After this period, the candidate loses the right to participation.

**i. Test Result**

IPMA Italy will communicate the test result, positive or negative, via email directly to the candidate.

The grades of the test will not be published or communicated in case of obtaining the certification or not passing the test. Requests by the candidate to view the test performed are not accepted.

**I. Those who pass the test - Register and Certificate**

Within 7 working days from the date of the certification session:

The names of all those who obtain the Certification will be included in the Official Register of IPMA Italy Certificates and published on the website [www.ipma.it](http://www.ipma.it);

IPMA Italy will issue the official certificate "Introductory Certificate in Project Management", which will be sent via email to students in PDF format with digital signature.

The Introductory Certificate has unlimited duration.

**m. Those who do not pass the test**

The candidate who does not pass the test will have the opportunity to retake the exam in a subsequent Introductory Level session. The candidate can participate only once in the second test without any additional cost. The candidate retains this right for 12 months from the date of the certification session that was not passed. After this period, the candidate loses the right to participation without additional cost. If IPMA Italy does not organize any certification session within the 12 months, the candidate has the right to participate in the first available session even if it is more than 12 months after the previously indicated period. If the candidate does not pass the appeal test either, if interested, he/she must register for a new certification session by paying the fee specified by the regulations.

**n. Registration if the first test is not passed**



It is the candidate's responsibility to check the dates of the available exam sessions by consulting the [ipma.it](http://ipma.it) website at the following link, where ongoing sessions are regularly published.

To register for the second test, the candidate must send a communication to [certificazioneintroductory@animp.it](mailto:certificazioneintroductory@animp.it) providing the following information: name and surname, university of affiliation, date of the first exam session, date of the chosen exam session for the second test. IPMA Italy reserves the right to admit the candidate to the session based on availability.

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