

AMCTO Executive Diploma in Municipal Management

Terms of Reference

1. Program Overview

- a) The AMCTO Executive Diploma in Municipal Management Program (Diploma Program) provides focused training that is designed to fill the specific needs of individuals pursuing a career in municipal management. As such, the program broadly focuses on the core competency requirements as set out in the Municipal Management Competency Framework that has been developed by the Association.
- b) The Diploma Program is an academic curriculum offered by AMCTO which results in an academic certification for Students who, having explicitly registered into the Diploma Program, have successfully completed all required program elements.

2. Elements of the AMCTO Diploma Program

- a) The elements of the Diploma Program are as follows:
 - A multi-day series of workshop-format educational offerings which are based on the core competency requirements set out in the Association's Municipal Management Competency Framework;
 - A Municipal Management Research Paper (between 5,000 and 7,000 words in length).
- b) No substitutions for workshop offerings by other post-secondary institutions or other educational organizations will be accepted for the Diploma Program.

3. Requirements to Graduate from the AMCTO Diploma Program

- a) To graduate from the Diploma Program, a student must successfully fulfill the following requirements:
 - Documented attendance at no less than 85% of all workshop days associated with the Diploma Program;
 - Submission of a Municipal Management Research Paper.
- b) The Municipal Management Research Paper will be considered successfully completed when it has met the minimum grading requirements established by AMCTO.

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- c) Individuals who have been unsuccessful in fulfilling the Diploma Program requirements may re-register for the entire Diploma Program.

4. Grade Considerations

- a) The minimum required grade for the Municipal Management Research Paper will be 70%.
- b) An individual who achieves a grade of 50%-69% on the Municipal Management Research Paper will be given the opportunity to rewrite the Paper within a timeframe established by the Association. If the individual does not achieve a grade of 70% on the rewritten Paper, they will be deemed to have not successfully fulfilled the Diploma Program requirements.
- c) An individual who achieves a grade of 49% or less on the Municipal Management Research Paper will be deemed to have not successfully fulfilled the Diploma Program requirements.
- d) An official AMCTO Diploma will be issued upon successful completion of the Diploma Program.
- e) Individuals who successfully fulfill all Diploma Program requirements and achieve a grade of greater than 85% for the Municipal Management Research Paper will be recognized on the AMCTO Honour Roll.

5. Exemptions from Program Elements

- a) No exemptions from any of the Diploma Program requirements will be granted.

6. Timing Restrictions

- a) While it is anticipated that individuals should complete all the required elements of the Diploma Program within 2.5 years of initial enrollment, the maximum time allowed for completion of the Diploma Program is 3 years.

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7. Program Fees

- a) The fees to be charged for the Diploma Program will be determined on an annual basis by the AMCTO Board of Directors. Fees will be charged according to the schedule of program offerings.

8. Application of AMCTO Policies

- a) All individuals enrolled in the Diploma Program are subject to the terms and conditions of the Association's Education Programs Policy and any other future education-related policies that may be developed by the Association.