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| Updates to Academic Handbook Volume 1 - Academic Regulations and Procedures - effective September 2025 | Diweddariadau i'r Llawlyfr Academaidd Cyfrol 1 - Rheoliadau a Gweithdrefnau Academaidd - yn weithredol o fis Medi 2025 |

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| **Section/Adran** | **Details** | **Manylion** | **Approval / Cymmeradwyaeth** |
| **4.1** [**Assessment Regulations**](https://www.cardiffmet.ac.uk/media/cardiff-met/content-assets/english-documents/Academic-Handbook---AH1_04_01.docx)  **4.1** [**Rheoliadau Asesu**](https://www.cardiffmet.ac.uk/media/cardiff-met/content-assets/welsh-documents/Academic-Handbook---AH1_04_01_Cym.docx) | 9 Introduction of late submission window for eligible non-live assessments.  14 Introduction of minimum threshold for compensation of a module (narrow fail).  22 Clarification that suspension of studies does not suspend candidature.  Appendix 1 Increase of candidature for FT Master’s programmes | 9 Cyflwyno ffenestr cyflwyno hwyr ar gyfer asesiadau nad ydynt yn fyw sy'n gymwys.  14 Cyflwyno gofyniad trothwy ar gyfer iawndal modiwl (methiant cul).  22 Eglurhad nad yw gohirio astudiaethau yn gohirio ymgeisyddiaeth.  Atodiad 1 Cynyddu ymgeisyddiaeth ar gyfer rhaglenni Meistr Llawn Amser | Bwrdd Academaidd  2 Gorff 2025  Academic Board  2 Jul 2025 |
| **5.1** [**Mitigating Circumstances Procedure**](https://www.cardiffmet.ac.uk/media/cardiff-met/content-assets/english-documents/Academic-Handbook-AH1_05_01E.docx)  **5.1** [**Gweithdrefn ar gyfer Amgylchiadau Lliniarol**](https://www.cardiffmet.ac.uk/media/cardiff-met/content-assets/english-documents/Academic-Handbook-AH1_05_01C.docx) | Major updates:  Introduction of late submission and permits  Removal of requirement for third party evidence  Enhanced integration with student support policies and procedures | Diweddariadau mawr:  Cyflwyno gwaith yn hwyr a thrwyddedau cyflwyno gwaith yn hwyr  Dileu'r gofyniad am dystiolaeth trydydd parti  Integreiddio gwell â pholisïau a gweithdrefnau cymorth i fyfyrwyr | Bwrdd Academaidd  2 Gorff 2025  Academic Board  2 Jul 2025 |
| **5.3** [**Submission of Special Cases**](Submission%20of%20Requests%20for%20Special%20Cases)  **5.3 Cyflwyno Ceisiadau ar gyfer Achosion Arbennig** | Conversion to procedure with appended form, included ToR for committee.  Remove reference to suspensions of study, other minor updates to language and structure.  Time limit for retrospective candidature extension request added.  Clarification on procedure for consideration of requests, including information re: confidentiality. | Trosi i weithdrefn gyda ffurflen atodedig, wedi'i chynnwys Cylch Gorchwyl ar gyfer y pwyllgor.  Dileu cyfeiriad at ohirio astudiaethau, a mân ddiweddariadau eraill i iaith a strwythur.  Ychwanegwyd terfyn amser ar gyfer cais estyniad ymgeisyddiaeth ôl-weithredol.  Eglurhad ar y weithdrefn ar gyfer ystyried ceisiadau, gan gynnwys gwybodaeth ynghylch cyfrinachedd. | Bwrdd Academaidd  2 Gorff 2025  Academic Board  2 Jul 2025 |
| **7.2** [**Appeals Procedure - Review of Mitigating Circumstances Decisions**](https://www.cardiffmet.ac.uk/media/cardiff-met/content-assets/english-documents/Academic-Handbook---AH1_07_02.docx) | Streamlined process for upholding an appeal  *To be phased out due to changes to the Mitigating Circumstances procedure from Sep 2025* | Proses symlach ar gyfer cadarnhau apêl  *I'w ddiddymu'n raddol oherwydd newidiadau i'r Weithdrefn ar gyfer Amgylchiadau Lliniarol o fis Medi 2025* | Bwrdd Academaidd  2 Gorff 2025  Academic Board  2 Jul 2025 |
| **7.4** [**Appeals Procedure (Exam Board Decisions)**](https://www.cardiffmet.ac.uk/media/cardiff-met/content-assets/english-documents/Academic-Handbook---AH1_07_04.docx) | Amended evidential requirements  Streamlined process for upholding an appeal | Gofynion tystiolaethol wedi'u diwygio.  Proses symlach ar gyfer cadarnhau apêl | Bwrdd Academaidd  2 Gorff 2025  Academic Board  2 Jul 2025 |
| **7.6** [**Appeals Procedure (Postgraduate Research Degree)**](https://www.cardiffmet.ac.uk/media/cardiff-met/content-assets/english-documents/Academic-Handbook---AH1_07_06.docx)  **7.6** [**Gweithdrefn Apelio (Graddau Ymchwil Ôl-raddedig)​**](https://www.cardiffmet.ac.uk/media/cardiff-met/content-assets/english-documents/Academic-Handbook---AH1_07_06C.docx) | Streamlined process for upholding an appeal | Proses symlach ar gyfer cadarnhau apêl | Bwrdd Academaidd  2 Gorff 2025  Academic Board  2 Jul 2025 |
| **7.8** [**Appeals Procedure (Academic Misconduct)**](https://www.cardiffmet.ac.uk/media/cardiff-met/content-assets/english-documents/Academic-Handbook---AH1_07_08.docx) | Streamlined process for upholding an appeal  Updated terminology | Proses symlach ar gyfer cadarnhau apêl  Terminoleg wedi'i diweddaru | Bwrdd Academaidd  2 Gorff 2025  Academic Board  2 Jul 2025 |
| **7.11** [**Complaints Policy and Procedure**](https://www.cardiffmet.ac.uk/media/cardiff-met/content-assets/english-documents/Academic-Handbook---AH1_07_11.docx)  **7.11** [**Polisi a Gweithdrefn Gwyno**](https://www.cardiffmet.ac.uk/media/cardiff-met/content-assets/welsh-documents/Academic-Handbook---AH1_07_11_CYM.docx) | Inclusion of employers of degree apprentices, standardising terminology used within the institution. | Cynnwys cyflogwyr gradd-brentisiaid, safoni’r derminoleg a ddefnyddir yn y sefydliad. | Bwrdd Academaidd  4 Medi 2025  Academic Board  4 Jun 2025 |
| **9.1** [**Student Disciplinary Procedure**](https://www.cardiffmet.ac.uk/media/cardiff-met/content-assets/english-documents/Academic-Handbook---AH1_09_01E.docx)  **9.1** [**Gweithdrefn Ddisgyblu Myfyrwyr**](https://www.cardiffmet.ac.uk/media/cardiff-met/content-assets/welsh-documents/Academic-Handbook---AH1_09_01C.docx) | Inclusion of Degree Apprentices (and their employers where appropriate).  Updates to the titles of key staff who are involved in the process.  Addition of a ‘lower level’ formal procedure between informal stage and a full formal investigation. | I gynnwys Prentisiaid Gradd (a'u cyflogwyr lle bo'n briodol). Diweddariadau i deitlau staff allweddol sy'n rhan o'r broses.  Ychwanegu gweithdrefn ffurfiol 'lefel is' rhwng y cam anffurfiol ac ymchwiliad ffurfiol llawn. | Bwrdd Academaidd  2 Gorff 2025  Academic Board  2 Jul 2025 |
| **9.3** [**Student Fitness to Study Procedure**](https://www.cardiffmet.ac.uk/media/cardiff-met/content-assets/english-documents/Academic-Handbook---AH1_09_03.docx)  **9.3** [**Gweithdrefn Ffitrwydd i Astudio Myfyrwyr**](https://www.cardiffmet.ac.uk/media/cardiff-met/content-assets/english-documents/Academic-Handbook---AH1_09_03C.docx)  ​ | *To be phased out – replaced with Support to Study Policy and Procedure from October 2025* | *I'w ddileu'n raddol – yn ei le gan Bolisi a Gweithdrefn Cymorth i Astudio o fis Hydref 2025* |  |

In-Year Amendments to Academic Handbook during academic year 2024/25

Diwygiadau i'r Llawlyfr Academaidd yn ystod y flwyddyn academaidd 2024/25

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| **Section/Adran** | Details | **Manylion** | **Approval / Cymmeradwyaeth** |
| **4.8** [**Examination Results, Certificates and Transcripts**](https://www.cardiffmet.ac.uk/media/cardiff-met/content-assets/english-documents/Academic-Handbook---AH1_04_08.docx)  **4.8** [**Marciau Asesiadau, Tystysgrifau a Thrawsgrifiadau Terfynol**](https://www.cardiffmet.ac.uk/media/cardiff-met/content-assets/welsh-documents/Academic-Handbook---AH1_04_08_Cym.docx) | Addition of section ‘Names listed on Official Documentation’ | Adran newydd - Enwau a restrir ar ddogfennaeth swyddogol | Bwrdd Academaidd  5 Maw 2025  Academic Board  5 Mar 2025 |