

14.2

PROCEDURE FOR APPROVAL OF NEW DEGREES OF CARDIFF METROPOLITAN UNIVERSITY

# Key Details

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| **POLICY TITLE** | Procedure for Approval of New Degrees of Cardiff Metropolitan University |
| **DATE APPROVED** | Jan 2012 |
| **APPROVING BODY** | Academic Board |
| **VERSION** | 1 |
| **PREVIOUS REVIEW DATES** |  |
| **NEXT REVIEW DATE** |  |
| **OUTCOME OF EQUALITY IMPACT ASSESSMENT** |  |
| **RELATED POLICIES / PROCEDURES / GUIDANCE** | [*Academic Handbook Ah1\_14 (cardiffmet.ac.uk)*](https://www.cardiffmet.ac.uk/registry/academichandbook/Pages/Ah1_14.aspx) |
| **IMPLEMENTATION DATE** | Jan 2012 |
| **POLICY OWNER (JOB TITLE)** | Director of Registry Services |
| **UNIT / SERVICE** | Registry Services |
| **CONTACT EMAIL** | regulations@cardiffmet.ac.uk |

# Version Control

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| **VERSION** | **DATE** | **REASON FOR CHANGE** |
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Procedure for Approval of New Degrees of Cardiff Metropolitan University

1. Any proposed new degree (as distinct from programme title) requires approval by the University in order to be designated as a degree of Cardiff Metropolitan University; examples include the recently approved Doctor of Health (DHealth) and the Doctor of Sport (SportD).
2. Where a new degree is proposed by a School, the attached form must be completed with details of the following:
	1. The award title in Welsh and English (e.g. Doethur mewn Addysg - Doctor of Education) and the abbreviation (e.g. EdD).
	2. A brief rationale for the introduction of the new qualification (e.g. is it professionally driven?).
	3. A summary of similar/equivalent practices at other UK universities.
3. Requests must be submitted only by the Dean of School on the University’s form attached, to the Director of Registry Services ideally by 1 October or by 1 May in each academic year. The Director of Registry Services may seek further information from the School before signing and presenting the proposal to the University’s Academic Board.
4. The degree title proposed must be given in the following format: Foundation Degree in …./ Gradd Sylfaen ….;

Bachelor of .…/ Baglor,,,,; Master of …./ Athro….;

Master in …/ Athro …: (for Integrated Masters) Doctor of …./ Doethur….

1. The post nominum abbreviation is the same in any language, e.g. the abbreviation for Athro Gwyddorau Amgylcheddol/Master of Environmental Science is MEnvSci.
2. The Director Registry Services will submit the paper for consideration by the University’s Academic Board for discussion with the benefit of necessary advice and input. The Academic Board should not be asked to approve proposals for new degrees without benefit of office papers and specific recommendations***.***



REQUEST TO THE UNIVERSITY FOR APPROVAL OF THE DESIGNATION OF A NEW DEGREE OF CARDIFF METROPOLITAN UNIVERSITY

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| **Award Title** | **Welsh** |  |
| **English** |  |
| **Abbreviation** |  |
| **Rationale for Introduction of New Award** |  |
| **Practices at Other UK Universities** |  |
| **School Requesting New Award** |  |
| **Signature of Dean Submitting Request** |  |
| **Signed: …………………………………………. Date: ……………………………... Director of Registry Services*****For Cardiff Metropolitan University Registry Services*** |