Updates to Academic Regulations and Procedures for September 2024

# Amendments to Volume 1 of the Academic Handbook, effective from September 2024

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| **Section** | Details | Approval Date |
| **2.8**  [**Procedure for Administration of Recognition of Prior Learning (RPL)**](https://www.cardiffmet.ac.uk/registry/academichandbook/Documents/AH1_02_08.docx) | * Removed reference ‘to Ordinary Degree’. | AQSC  12 Jun 2024 |
| **4.1**  [**Assessment Regulations**](https://www.cardiffmet.ac.uk/registry/academichandbook/Documents/AH1_04_01.docx) | * ‘Pass Unclassified degree’ renamed ‘Unclassified Honours Degree’ and clarification on eligibility criteria (para 8.10 and 16.12) * Candidature periods added for Higher Diploma award (Appendix 1) | AQSC  12 Jun 2024 |
| **4.4**  [**Conduct of Examinations and Assessment**](https://www.cardiffmet.ac.uk/registry/academichandbook/Documents/AH1_04_04.docx) | * Updated terminology * Amended examples of Academic Misconduct under Examination Conditions (para 5.1) | AQSC  12 Jun 2024 |
| **5.3**  [**Submission of Requests for Special Cases**](https://www.cardiffmet.ac.uk/registry/academichandbook/Documents/AH1_05_03.docx) | * Increase maximum bar of access on a research degree thesis from five to twenty years (para 5.2) | AQSC  12 Jun 2024 |
| **7.2**  [**Appeals Procedure - Review of Mitigating Circumstances Decisions**](https://www.cardiffmet.ac.uk/registry/academichandbook/Documents/AH1_07_02.docx)  **7.4**  [**Appeals Procedure (Exam Board Decisions)**](https://www.cardiffmet.ac.uk/registry/academichandbook/Documents/AH1_07_04.docx)  **7.5**  [**Appeals Procedure (Fitness to Practise)**](https://www.cardiffmet.ac.uk/registry/academichandbook/Documents/AH1_07_05.docx)  **7.8**  [**Appeals Procedure (Unfair Practice)**](https://www.cardiffmet.ac.uk/registry/academichandbook/Documents/AH1_07_08.docx) | * Increased clarity on confidentiality in the processing of appeals | AQSC  12 Jun 2024 |
| **7.6**  [**Appeals Procedure (Postgraduate Research Degree)**](https://www.cardiffmet.ac.uk/registry/academichandbook/Documents/AH1_07_06.docx) | Extensive revision to the previous procedure comprising:   * Simplified language and updated terminology * References to reasonable adjustments, supporting disabled students, pausing of corrections period. * Increased clarity on confidentiality * Confirmed grounds for and outcomes of Stage Two Review * Alignment with other appeals procedures | AQSC  12 Jun 2024 |
| **7.11**  [**Complaints Policy and Procedure​**](https://www.cardiffmet.ac.uk/registry/academichandbook/Documents/AH1_07_11.docx) | Broad updates including:   * Updated terminology, titles, definition of an Investigating Officer * Increased alignment with external best practice * Additional detail on: * reasonable adjustments and supporting disabled students and staff * group complaints * the use of evidence * early resolution * Clarification on: * burden and standard of proof * scope re: complaints from partner institutions students, complaints about staff * role of ‘support person’ * confidentiality * the grounds for and function of a Stage Two Review | Academic Board  3 Jul 2024 |
| **9.1**  [**Student Disciplinary Procedure**](https://www.cardiffmet.ac.uk/registry/academichandbook/Documents/AH1_09_01E.docx) | Broad updates including:   * Updated terminology, titles, format of communication with students, definition of an Investigating Officer * Additional: * options for review of a suspension * provision that University reserves the right to award/not award a student in cases of exclusion * reference to how cases relating to UKVI and/or admissions may be dealt with outside of the SDP * Clarification on: * burden and standard of proof * purpose of each stage of the procedure * role of ‘support person’ * different uses of an Action Plan * remit of a Risk Action Panel * outcomes * Appeal Panel terms of reference * Removal of some appendices (internal processes) * New appendix on Tuition Fee Fraud | Academic Board  3 Jul 2024 |
| **12.2**  [**Regulations for Posthumous Awards**](https://www.cardiffmet.ac.uk/registry/academichandbook/Documents/AH1_12_02.docx) | * Removed reference to Section 10 of the Academic Handbook, the contents of which has already been absorbed into the 4.1 Assessment Regulations. | AQSC  12 Jun 2024 |

In-Year Amendments to Academic Handbook Volume 1 during academic year 2023/24

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| **Section** | Details | Approval Date/Effective From |
| **2.1**  [**Criteria for the Admission of Students onto Taught Programmes**](https://www.cardiffmet.ac.uk/registry/academichandbook/Documents/AH1_02_01.docx)  **2.2**  [**Admission of Students to Master's, First Degr​ee, Foundation Degree, HND and HNC Programmes: Advanced Standing**](https://www.cardiffmet.ac.uk/registry/academichandbook/Documents/AH1_02_02.docx) | * Increased alignment between regulatory documents with respect to Exceptional Entry. | AQSC  25 Oct 2023 |
| **4.8**  [**Examination Results, Certificates and Final Transcripts**](https://www.cardiffmet.ac.uk/registry/academichandbook/Documents/AH1_04_08.docx) | * Clarification on debtors and Graduation (para 5.4) | AQSC  21 Feb 2024 |