# Cardiff Metropolitan University

Academic Handbook Contents 2022-23

02 The Admission of Students (Taught Programmes) 2.1 Criteria for the Admission of Students onto Taught Programmes

 2.2 Admission of Students to Master's, First Degree, Foundation Degree, HND and HNC Programmes: Advanced Standing

 2.3 Admission to Taught Postgraduate Programmes

 2.4 Admission Procedures for Students with Disabilities

 2.5 Policy on Access and Access Programmes

 2.7 Enrolment

 2.8 Procedure for Administration of Recognition of Prior Learning (RPL)

04 Assessment of Students (Taught Programmes) 4.0 Assessment and Feedback Policy

 4.1 Assessment Regulations

 4.3 Guidance on Assessment Marking

 4.4 Conduct of Examinations and Assessment

 4.5 Special Examinations Arrangements

 4.7 Duties of Invigilators in Formal Examinations

 4.8 Examination Results, Certificates and Transcripts

 4.10 Guidelines on the Conduct of Viva Voce and Oral Examinations

 4.11 Procedures for Internal Moderation of Assessed Work

 4.12 Master's Dissertations: signed statements and declarations page

05 Mitigating Circumstances and Special Cases 5.1E Mitigating Circumstances Procedure

 5.1C Gweithdrefn ar gyfer Amgylchiadau Lliniarol

 5.2E Mitigating Circumstances Form (including Self-Certification Request) – for use when online form unavailable

 5.2 Ffurflen Amgylchiadau Lliniarol (gan Gynnwys Hunan-ardystio)

 5.3 Submission of Requests for Special Cases

07 Appeals and Complaints 7.1 Appeals and Complaints

 7.2 Appeals Procedure – Review of Mitigating Circumstances Decisions

 7.2A Application Form - Review of Mitigating Circumstances Decisions

 7.3 Application for Amendment of an Exam Board Decision (Collaborative Partner Staff Use Only)

 7.3C Cais Am Addasu Penderfyniad Bwrdd Arholi

 7.3A Application for Amendment of Erroneous Marks (Staff Use Only)

 7.4 Appeals Procedure (Exam Board Decisions)

 7.5 Appeals Procedure (Fitness to Practise)

 7.6 Appeals Procedure (Postgraduate Research Degree)

 7.7 Application Form for Postgraduate Research Degree Appeal

 7.7C Ffurflen Gais Am Apel Yn Achos Gradd Ymchwil I Raddedigion

 7.8 Appeals Procedure (Unfair Practice)

 7.10 Procedures for the Conduct of an Appeal Hearing

 7.11 Complaints Policy and Procedure

 7.12 Application Form - Review of Suspension of Studies decision (Fitness to Study Procedure)

 7.13 Application Form - Review of Deregistration decision (Student Fee and Debt Management Policy)

08 Unfair Practice 8.1 Unfair Practice Procedure

 8.2 Unfair Practice Allegation Reporting Form

 8.3 Guidelines on Penalties for Unfair Practice

 8.10 Unfair Practice Committee of Enquiry - Notes and Guidance for Chairs and Members

09 Other Procedures 9.1 Student Disciplinary Procedure

 9.1C Gweithdrefn Disgyblu Myfyrwyr

 9.2 Student Fitness to Practise Procedure

 9.2C Gweithdrefn Addasrwydd i Ymarfer

 9.3 Student Fitness to Study Procedure

10 Regulations (Undergraduate and Taught Postgraduate Programmes) 10.1 Modular Programmes Framework

 10.3 Regulations for Foundation Certificates

 10.4 Regulations for Certificates and Diplomas of HE

 10.5 Regulations for Foundation Degrees

 10.6 Regulations for Modular HNDs and HNCs

 10.7 Regulations for Modular Initial Degrees

 10.8 Regulations for Graduate Certificates and Diplomas

 10.9 Regulations for Postgraduate Certificates and Postgraduate Diplomas

 10.10 Regulations for PGCE

 10.11 Regulations for PGCE (PcET)

 10.12 Regulations for Modular Master's Degrees

 10.13 Regulations for Modular Integrated Master's Degrees

 10.14 Regulations for the International Foundation Programme

11 Regulations and Guidance (Research Degrees) 11.1A Regulations for MPhil and PhD

 11.1B Code of Practice (MPhil and PhD)

 11.2 Regulations for PhD by Published Works

 11.3 Regulations for Professional Doctorates

 11.4 Procedure for Appointment of Arbitrating External Examiner

 11.6 Regulations for Senior Doctorates

 11.7 Guidance for Research Examiners for:

 .1 PhD

 .2 MPhil

 .3 PhD by Published Works

 .4 Professional Doctorates

 11.12 Regulations for Taught Doctorates

12 Other Regulations 12.1 Regulations for Aegrotat Awards

 12.2 Regulations for Posthumous Awards

13 Academic Titles 13.1 A Personal Chair - External

 13.1B Personal Chair - Internal

 13.2 Honorary Professors

 13.3 Emeritus Professor

 13.4 Research Professor

 13.5 Visiting Professors

 13.6A Reader - External

 13.6B Reader - Internal

 13.7 Conferment of Honorary Titles

14 Awards of Cardiff Metropolitan University 14.1 Designated Degrees and Awards

 14.2 Procedure for Approval of New Degrees of Cardiff Metropolitan University

 14.4 Criteria and Procedures for the Award of Honorary Degrees