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INTRODUCTION

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1 Purpose of the Handbook

The Academic Handbook is available publicly, via the Registry Services web pages ¹²³. It is published just before the start of each academic year. It complements other Cardiff Metropolitan University policies and procedures and publications of those bodies with whom the University has relationships.

The Academic Handbook is a reference manual for academic rules, regulations, policies, procedures, guidance notes and forms, each of which has been developed to promote a consistency of approach to academic delivery and assessment, and fairness of treatment to the University's students. By definition, it cannot be comprehensive. If, having consulted it, you are in doubt in relation to a particular academic issue you should consult the appropriate staff in Registry Services.

Unless instructed otherwise in correspondence from Registry Services or unless the special permission of Academic Board has been obtained, the regulations and procedures in the Academic Handbook take precedence over any conflicting regulations and procedures in other documents.

2 Improving the Academic Handbook

The information given in the Academic Handbook is correct at the time of publication. However, there may be issues that you think need to be included that are not, areas that you think are unclear and need to be clarified, or entries that you think contradict other entries. If you identify such issues, please contact Registry Services.

3 Procedure for changing the Academic Handbook

The Academic Handbook is updated annually. A special Academic Quality and Standards Committee meets in early summer, where all remaining items accrued for inclusion during the academic year are presented. Normally, no changes are made to the Academic Handbook during the academic year except for purposes of clarification.

¹<http://www.cardiffmet.ac.uk/registry/academichandbook/Pages/default.aspx>

² Individual sections may be printed as required. If you would like a copy of all sections, please contact Registry Services.

³ Different views of subsets of the Academic Handbook have been created for different readerships: external examiners, undergraduate students, programme directors, examining board chairs, taught postgraduates, research students, and so on.