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ADMISSION OF STUDENTS TO MASTER'S, MODULAR MASTER'S, POSTGRADUATE DIPLOMA, FIRST DEGREE, FOUNDATION DEGREE, HND AND HNC PROGRAMMES: ADVANCED STANDING

CARDIFF METROPOLITAN UNIVERSITY

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1 Introduction

Advance standing is the admission of students to Master's, Postgraduate Diploma, degree, HND and HNC programmes at stages beyond the beginning of such programmes. One example might be the beginning of year 2 or the beginning of subsequent years, exempting students from (or crediting them with) individual modules at programme entry level.

2 Mechanism

Because of the wide variety of practices adopted by professional (accrediting) bodies and because of the differing needs of programmes with regard to prerequisite study, it is not appropriate to recommend rigid regulations on the value of a particular qualification or learning experience related to a particular advanced standing entry point. It is therefore for programme admissions tutors to assess each applicant's case, and such an assessment may require an interview, scrutiny of testimonials etc. However, staff accepting students onto programmes with advanced standing must complete a pro-forma to be held by the University Registry Services, after having satisfied themselves and the Dean of School that the agreed point of entry is suited to the student's needs and the demands of the programme.

3 Limits on Advanced Standing

The following limits apply to advanced standing:

Postgraduate Programmes:

- Master's Degree: 120 level 7 credits.
- PG Diploma: 60 level 7 credits.
- PG Certificate: 30 level 7 credits.

Undergraduate Programmes:

- Honours, General and Ordinary Degrees: a maximum of 240 relevant credits (if the maximum is allowed, then all remaining credits should normally be at Level 6 or above).

- Diplomas of Higher Education or Foundation Degrees: a maximum of 160 relevant credits (if the maximum is allowed, all remaining credits should normally be at Level 5 or above).
- Certificates of Higher Education: a maximum of 80 relevant credits (if the maximum is allowed, all remaining credits should normally be at Level 3 or above).
- Higher National Diplomas (HND): a maximum of 120 relevant credits.
- Higher National Certificates (HNC): a maximum of 60 relevant credits.

4 Contribution of Advanced Entry Qualification Marks to Final Awards

In the case of Postgraduate Certificate and Postgraduate Diploma awards being accepted for advanced standing purposes, Examination Boards will take cognisance of marks attributed to such awards in their determination of a candidate's performance in the exempting Postgraduate Diploma or Master's programme with regard to whether a candidate has:

- passed at Postgraduate Diploma level; *or*
- passed at Postgraduate Diploma level with eligibility to transfer to the Dissertation element of the Master's programme; *or*
- passed the Postgraduate Diploma programme with merit; *or*
- passed the Postgraduate Diploma programme with distinction.

MASTER'S, MODULAR MASTER'S, POSTGRADUATE DIPLOMA, FIRST DEGREE, FOUNDATION DEGREE, HND AND HNC PROGRAMMES: ADMISSION WITH EXCEPTIONAL ENTRY AND/OR ADVANCED STANDING - GUIDANCE NOTE

- 1 1.1 It is mandatory to follow the procedures contained above, but the detailed procedures adopted by Schools or programmes may vary as appropriate, and programmes may wish to adopt a "credit" or an "exemption" approach. In relation to the 'credit' approach, the appropriate process as stipulated in sections 2.9 Guidelines for RPL/RPEL must be applied with the appropriate form completed and submitted to the MIS Unit, Registry Services.

see link:

http://www.cardiffmet.ac.uk/registry/academichandbook/Documents/AH1_02_09.pdf

- 1.2 This Guidance Note will, in either case, serve as a pointer to some of the issues which exemption/credit decision-makers should take into account.

2 General

- 2.1 Care must be taken to authenticate claims made by applicants for exemption/credit through sight of certificates, testimonials, etc. If uncertainty exists, a written or oral examination should be considered.

3 Exceptional Entry

- 3.1 Candidates for exceptional entry to programmes must be able to demonstrate that they are capable of succeeding on their chosen programme by virtue of possessing knowledge and ability equivalent to those students who enter with the normal minimum entry qualifications.
- 3.2 For example, if the normal minimum entry qualifications specify particular A-level requirements, exceptional entry candidates should be able to demonstrate a sufficient knowledge - matched with those A-levels: if such foundation knowledge was not necessary, the particular A-levels would not be specified.
- 3.3 Where formal, certificated learning is produced as evidence, Admissions/International Office staff should ascertain the programme content and level and satisfy themselves that it forms an adequate basis for study at HE level.
- 3.4 Where experiential learning is proposed as exceptional entry material, admissions staff should explore the extent and depth of such learning, as relates to the programme entry requirements,

through whatever means is appropriate. This might include written or oral testimonials detailing such learning; career history and job functions information; and/or a probing interview or examination; or the completion of a set exercise.

- 3.5 Enthusiasm for the particular study area and determination to succeed, whilst being very desirable qualities, are difficult to measure. Admissions/International Office staff should rely less on these perceived qualities than on hard evidence of proven ability.
- 3.6 In exceptional circumstances, Admissions/International Office staff may also wish to consider additional or pre-entry studies for candidates who do not quite meet entry requirements but for whom refusal would be inappropriate.

4 Advanced Standing

- 4.1 Candidates given advanced standing are exempted from studying and being assessed in particular programme elements by virtue of knowledge gained via previous study or experience. Alternatively, they may be given specific credit.
- 4.2 The amount of exemption/credit will depend upon the judgement of the programme staff responsible, and may consist of modules/units/subjects or parts thereof, whole semesters or even whole years of the programme. (See the limits on advanced standing in paragraph 3 of the regulations above).
- 4.3 Relevance and commonality of material studied/experienced should be fully explored, and Admissions/International Office staff should pay particular attention where exemption is being considered for modules/units/subjects, which are compulsory or have pre-requisites or co-requisites. The material contained within such modules is important for supporting surrounding modules/units/subjects (otherwise they would not be designated as such).
- 4.4 Where options are available for which exemption/credit is not an issue, Admissions/International Office staff may wish to offer these as an alternative to exemption/credit.
- 4.5 Ideally, exemption/credit should not be given for less than defined whole or half modules/units/subjects based on a majority of the material having been achieved. To do otherwise might affect academic coherence and subject delivery.
- 4.6 Exemption/credit cannot be given for project/dissertation elements.

5 Advanced Standing - Accredited Programmes

- 5.1 Institutions wishing to have a programme accredited by a receiving programme at the University for advanced standing purposes may apply to do so. Such accreditation gives successful completers of the programme an agreed level of exemption from the receiving programme (subject to whatever pass levels are deemed appropriate) without the need for such completers to be given individual approval.
- 5.2 Whilst exemption may be given as above, the award of places on the receiving programme may be subject to restrictions, as agreed by the terms of the accreditation.

Details of the articulation process are given in Articulation of External Programmes for the purposes of Advanced Standing onto Cardiff Metropolitan University Programmes, see link below:

http://www.cardiffmet.ac.uk/registry/academichandbook/Documents/AH2_08_03.pdf

ANNEXE 1



**ADVANCED STANDING CANDIDATE APPROVAL FORM
(HNC/D AND DEGREE PROGRAMMES)
(To be completed by Programme staff and returned to Admissions)**

Candidate's Name in full:

Programme:

Programme No:

Date of Entry:

School:

Stage of Programme:

**Approved/Modules
exempted/credited:**

.....

Relevant details of candidate entry qualifications and/or experiences:

Consideration Process:

**Admitted by
Name:**

Signature:.....**Date:**

Signature of Dean of School:

Date: