

## **02.3**

# **CRITERIA FOR THE ADMISSION OF STUDENTS TO MODULAR MASTER'S DEGREES (AND FOR POSTGRADUATE CERTIFICATE AND POSTGRADUATE DIPLOMA PROGRAMMES)**

# CARDIFF METROPOLITAN UNIVERSITY

## CRITERIA FOR THE ADMISSION OF STUDENTS TO MODULAR MASTERS DEGREES

(and for Postgraduate Certificate and Postgraduate Diploma Programmes)

### 1 Introduction

- 1.1 The approach to entry onto Masters programmes is aligned with that for first degree, HND and HNC programmes in that both normal minimum entry and exceptional routes are specified. However, for Modular Master's programmes, two categories of exceptional entry are defined.
- 1.2 In all cases of entry to Masters programmes, students are required to matriculate via satisfactory completion of the appropriate University form.
- 1.3 In accepting candidates for postgraduate study, such acceptance shall be on the basis of Normal Minimum or Exceptional entry as given below and shall not be discriminatory in accordance and compliance with the University's Equal Opportunities Policy. Appropriate confidentiality shall be maintained throughout the applications and acceptance process.

### 2 Normal Minimum Entry

- 2.1 The normal minimum requirements for entry onto Modular Master's Degrees are:
  - (i) an initial degree from Cardiff Metropolitan University; *or*
  - (ii) an initial degree awarded by another approved degree awarding body; *or*
  - (iii) a non-graduate qualification which is deemed to be of a satisfactory standard for the purpose of postgraduate admission.

### 3 Exceptional Entry - Route 1

- 3.1 Candidates for consideration under Exceptional Entry - Route 1 are non-graduates whose relative lack of formal qualifications (i.e. formal qualifications which marginally fall short of the normal minimum entry requirements) is compensated for by his/her age and relevant work experience provided that such candidates:
  - Have held, for a minimum of two years, a responsible position which is relevant to the Master's degree to be pursued.

- 3.2 Procedures for assessing the suitability of Exceptional Entry-Route 1 candidates are the responsibility of Schools. In each case a pro-forma report must be lodged with the University's Academic Registry (Annex 1).

#### **4 Exceptional Entry - Route 2**

- 4.1 Any candidate for entry onto a Modular Master's Degree who does not fulfill the requirements of either Normal Minimum Entry or Exceptional Entry - Route 1 must be considered via Exceptional Entry - Route 2.
- 4.2 Exceptional Entry - Route 2 requires the relevant candidate details to be considered by the Special Cases Committee. Nominations in regard to such candidates must be processed via the Director of Registry Services and in sufficient time to be submitted to a convenient meeting of the Committee.
- 4.3 Exceptional Entry - Route 2 candidates are those with a graduate or non-graduate qualification, which has not been recognized under normal minimum entry requirements or those candidates whose academic qualifications fall more than marginally short of the normal minimum entry requirements.

#### **5 English Language Requirements**

- 5.1 For candidates whose first language is not English, such candidates must normally be able to demonstrate on entry English Language proficiency at or equivalent to an IELTS score of at least 6.0.

#### **6 Holders of Doctor of Philosophy Awards**

- 6.1 A prospective candidate who already holds the degree of Doctor of Philosophy (or similar) shall show that the Master's degree to be pursued is in a different field of study from that for which the doctorate was awarded.

#### **7 Postgraduate Certificates and Postgraduate Diplomas (PGC;PGD)**

- 7.1 In the case of candidature for either PGC and PGD stand-alone programmes or PGC and PGD awards, which are part of Master's degrees, all of the above conditions apply.

**ANNEXE 1**



**Cardiff  
Metropolitan  
University**

**Prifysgol  
Metropolitan  
Caerdydd**

**EXCEPTIONAL ENTRY ROUTE 1 CANDIDATE APPROVAL FORM  
(MASTER'S AND PGC/D PROGRAMMES)**

**(To be completed by Programme Admissions Tutor and lodged with  
Registry Services)**

**Candidate's Name in full:**.....

**Programme:**.....**Programme No:**.....

**Date of Entry:**.....

**School:** .....

**Relevant details of candidate entry qualifications and/or experiences:**

**Consideration process:**

**Admitted by**

**Name:**.....

**Signature:**.....

**Date:**.....

**Signature of Dean of School:**.....

**Date:**.....