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ENROLMENT



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1 CARDIFF METROPOLITAN UNIVERSITY AWARDS

Enrolment is the formal admission of a student to a programme of study or research leading to a degree of Cardiff Metropolitan University or to an academic award of the University for which a degree or other approved form of qualification is a necessary entry condition.

Every person who enrolls at the University thereupon becomes a student of the University and is entitled to pursue a programme of study for a degree, diploma, certificate or academic award for which a degree is a necessary prior qualification.

All new undergraduates should be able to prove that they have fulfilled the necessary academic conditions for admission. The University reserves the right to cancel enrolment if the applicant once admitted as a registered student is unable to prove that he/she holds the appropriate qualifications that were stipulated for admission.

Applicants who need detailed advice on their eligibility for entry are advised to contact the Admissions Unit.

1.1 Undergraduate Enrolment

An undergraduate student shall be deemed to have enrolled provided that the University is satisfied that the appropriate entry conditions have been satisfied and he or she has been admitted to the University.

Where there is a change of name from that shown on entry qualifications, a deed poll, affidavit, passport, marriage certificate or divorce papers showing the change of name must be presented by the student to Registry Services.

1.2 Taught Postgraduate Enrolment

1.2.a Overview

Candidates entering postgraduate study on taught postgraduate programmes including Master's degrees, Postgraduate Diplomas, Postgraduate Certificates and the Postgraduate Certificate in Education (PGCE), are required to enrol.

Candidates normally enrol on the basis of their degree/approved professional qualification. However, candidates entering Masters degrees and Postgraduate Certificate and Diploma programmes may exceptionally enrol on the basis of age and relevant and responsible experience. Candidates who need advice on their eligibility for enrolment are advised to contact the appropriate Programme Director or the Admissions Unit.

The Enrolment team, in conjunction with the Admissions Unit, processes enrolment of students and passes information on to Registry Services and School administration office.

The International Office processes enrolment for all International students, and provides these students with advice.

1.2.b Procedure for Candidates who have not gone through the admission process

(i) Completing the Application Form

If required, the candidate completes the appropriate parts of the enrolment form before or at enrolment. The candidate must ensure the information given is correct and complete. False/fraudulent information/documentation will render the candidate's enrolment application null and void.

Part A	<i>Candidate enters full details in Part A</i>
Part B or C	<i>Candidate enters full details in either Part B or Part C</i>
Part D	<i>Candidate signs and dates the form</i>

(ii) Documentary Evidence

The candidate must provide his/her original degree award certificate/birth certificate together with a legible photocopy. If a candidate has changed his/her name, official documentary

evidence such as a deed poll, affidavit, passport, marriage certificate or divorce papers showing the change of name is required. If necessary, a candidate should provide a translation of his/her original document/s into English.

(iii) Submitting the Application Form and Documentary Evidence

The candidate submits the completed form to the Admissions Unit together with the appropriate original documents with photocopies for verification and approval by the Admissions Unit.

1.2c Procedure for School Staff

Appropriate academic staff in the School receive and evaluate the application for matriculation. School staff approve matriculation only when fully satisfied that the candidate possesses the qualifications claimed and is academically suitable to commence the programme of study in accordance with the University's regulations. Exceptionally, a Programme Director may submit a special case application for enrolment.

(i) Processing the Application

School staff check the candidate has completed the form correctly and supplied all the supporting documentation, verify the candidate's original document/s with the photocopy/ies and return original documents to the candidate. School staff complete the appropriate shaded parts of the form:

Part E *The Programme Tutor deletes either statement (1) or (2), signs and dates the form*

Office Use Box *School staff complete as appropriate*

(ii) Notification of Outcome

When the candidate's matriculation has been approved by the Programme Director, School staff split the form and distribute the copies:

- (1) *top copy returned to the Admissions Unit as soon as possible (with copies of qualifications) **which must be by the last Friday in October.***

(2) *second copy retained in the School together with the photocopy/ies of original document/s*

(3) *third copy to the candidate*

1.2d **Late Applicants**

Where an application is submitted late, forms/documentation are directed straight to the School for processing, rather than going through the Admissions Unit. Students must show evidence of qualifications to the Programme Director at the interview stage. Programme Directors, having accepted a candidate, complete the enrolment forms and return them to the Admissions Unit with copies of relevant qualifications.

1.2e **Special Case Application**

In exceptional circumstances the Programme Director submits the entire application form including photocopies of original documents, together with supporting special case details, to the Registry Services for submission to the Special Cases Committee. When the outcome is known, Registry Services staff split the form and distribute the second copy to the School and the third copy to the candidate.

2 **PEARSON AWARDS**

2.1 **Introduction**

Programmes leading to Pearson awards were encompassed within the Licence Agreement with effect from September 1994. The University registers students entering Pearson Licence programmes.

Full details of the Pearson Licence and the Registration procedure are included in the Pearson online information manual. <https://qualifications.pearson.com/en/qualifications/btec-higher-nationals/about/pearson-licence-agreement.html>

All enquiries should be directed to Registry Services.

2.2 **Registration Fees**

Within the Pearson Licence all registration information will be collated and collected by the Pearson Licence Administrator. The Pearson Licence Administrator will then complete the necessary paperwork, and send the remittance to Pearson, who in turn will then automatically

bill the University for the total registration fee based on the student information provided.

2.3 Students Undertaking Individual Modules

Students, who wish to undertake individual modules but are not working towards a full award, need not be registered with Edexcel. If students are not registered and have not paid fees, the individual modules completed will not be accredited, should candidates wish to use those modules as exemption or entry qualifications onto a programme at a later date. Individual modules undertaken by any student will only be credit rated and recognised at a later date, if that student is registered and has paid a programme/module registration fee to undertake that module.

3 ALL OTHER ENROLMENTS

Contact the Admissions Unit for advice.

<http://www.cardiffmet.ac.uk/study/adviceforapplicants/Pages/Contact-Us.aspx>