Updates to Academic Regulations and Procedures for September 2022

# Amendments to Volume 1 of the Academic Handbook, effective from September 2022

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| **Section** | Details | Approval Date |
| **[5.1](https://www.cardiffmet.ac.uk/registry/academichandbook/Documents/AH1_05_01E.docx)**  **[Mitigating Circumstances Procedure](https://www.cardiffmet.ac.uk/registry/academichandbook/Documents/AH1_05_01E.docx)** | * Self-certification extension length shortened to five working days (previously ten), student permitted to use SC allowance any time in the academic year (previously once per semester) * Inserted reference to Parental Support Policy * Update/clarification on (in)admissible evidence * Updated/streamlined recommendations available to the MC Committee * Other minor updates | LTSEC  25 May 2022 |
| **[5.3](https://www.cardiffmet.ac.uk/registry/academichandbook/Documents/AH1_05_03.docx)**  **[Submission of Requests for Special Cases](https://www.cardiffmet.ac.uk/registry/academichandbook/Documents/AH1_05_03.docx)** | * Minor updates to form * Process updated to align with revised Posthumous Awards process | 10 Sep 2022 |
| **[8.1](https://www.cardiffmet.ac.uk/registry/academichandbook/Documents/AH1_08_01.docx)**  **[Unfair Practice Procedure](https://www.cardiffmet.ac.uk/registry/academichandbook/Documents/AH1_08_01.docx)** | * Removal of requirement for an allegation pertaining to 30 credits or more to be heard by a Committee of Enquiry * Amended number of Committee of Enquiry panel members to two, rather than three * Updated rationale/process for completing a Committee of Enquiry via correspondence * Integrated key details from the discontinued ‘Unfair Practice Procedure (Graduates of Cardiff Metropolitan University)’ | 10 Sep 2022 |
| **[9.2](https://www.cardiffmet.ac.uk/registry/academichandbook/Documents/AH1_09_02.docx)**  **[Fitness to Practise Procedure](https://www.cardiffmet.ac.uk/registry/academichandbook/Documents/AH1_09_02.docx)** | * Major re-write of procedure   **We advise any colleagues who are likely to need to refer to FtP to read the new procedure.** | AQSC  08 Jun 2022 |
| **[9.3](https://www.cardiffmet.ac.uk/registry/academichandbook/Documents/AH1_09_03.docx)**  **[Fitness to Study Procedure](https://www.cardiffmet.ac.uk/registry/academichandbook/Documents/AH1_09_03.docx)** | * Improved clarity on who can initiate the process * Improved communication to students * Improved clarity on timelines for actions * support available to students | LTSEC  25 May 2022 |
| **[12.1](https://www.cardiffmet.ac.uk/registry/academichandbook/Documents/AH1_12_01.docx)**  **[Regulations for Aegrotat Awards](https://www.cardiffmet.ac.uk/registry/academichandbook/Documents/AH1_12_01.docx)** | * Clarification in relation to Aegrotat postgraduate research awards * Other minor amendments | 25 May 2022 |
| **[4.8](https://www.cardiffmet.ac.uk/registry/academichandbook/Documents/AH1_04_08.docx)**  **[Assessment Marks, Certificates and Final Transcripts](https://www.cardiffmet.ac.uk/registry/academichandbook/Documents/AH1_04_08.docx)**  **[10.7](https://www.cardiffmet.ac.uk/registry/academichandbook/Documents/AH1_10_07.docx)**  **[Regulations for Modular Initial Degrees](https://www.cardiffmet.ac.uk/registry/academichandbook/Documents/AH1_10_07.docx)**  [**10.14 Regulations for the CMU International Foundation**](https://www.cardiffmet.ac.uk/registry/academichandbook/Documents/AH1_10_14.docx) | * Clarification on provision of transcripts/certificates and replacement documents * Updated to include references to digital [HEAR](https://www.cardiffmet.ac.uk/registry/hear/Pages/default.aspx) (Higher Education Achievement Record) | 25 May 2022 |

# In-Year Amendments to Academic Handbook Volume 1 during academic year 2021/22

This table has been published/updated alongside the Academic Handbook but is reproduced here as a reminder. There will be an equivalent for the new academic year, to be updated any time there are in-year changes.

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| **Section** | Details | Approval Date/Effective From |
| **[5.1](https://www.cardiffmet.ac.uk/registry/academichandbook/Documents/AH1_05_01E.docx)**  **[Mitigating Circumstances](https://www.cardiffmet.ac.uk/registry/academichandbook/Documents/AH1_05_01E.docx)** | * Clarification on deadlines for submitting self-certification requests and MC claims * Addition of claim outcome review process | 24 Sep 2021  5 Oct 2021 |
| **[4.1](https://www.cardiffmet.ac.uk/registry/academichandbook/Documents/AH1_04_01.docx)**  **[Assessment Regulations](https://www.cardiffmet.ac.uk/registry/academichandbook/Documents/AH1_04_01.docx)** | * Updated parameters for notional learning hours and assessment loading. | LTSEC  13 Oct 2021 |
| **[14.4](https://www.cardiffmet.ac.uk/registry/academichandbook/Documents/AH1_14_04.docx)**  **[Criteria and Procedures for the Award of Honorary Degrees](https://www.cardiffmet.ac.uk/registry/academichandbook/Documents/AH1_14_04.docx)** | * Updated procedure for Honorary Awards | 17 Nov 2021 |
| **[12.2](https://www.cardiffmet.ac.uk/registry/academichandbook/Documents/AH1_12_02.docx)**  **[Regulations for Posthumous Awards](https://www.cardiffmet.ac.uk/registry/academichandbook/Documents/AH1_12_02.docx)** | * Simplification of process * Removal of specific credit requirements * Removal of reference to any classification and transcript | 9 Mar 2022 |
| **[4.1](https://www.cardiffmet.ac.uk/registry/academichandbook/Documents/AH1_04_01.docx)**  **[Assessment Regulations](https://www.cardiffmet.ac.uk/registry/academichandbook/Documents/AH1_04_01.docx)** | * Clarification re: adjournment and rescheduling of an Exam Board if necessary (para 10.9) | 21 June 2022 |