# Cardiff Metropolitan University

Academic Handbook Vol.1 Contents 2024-25

02 The Admission of Students (Taught Programmes) 2.1 Criteria for the Admission of Students onto Taught Programmes

 2.2 Admission of Students to Master's, First Degree, Foundation Degree, HND and HNC Programmes: Advanced Standing

 2.3 Admission to Taught Postgraduate Programmes

 2.4 Admission Procedures for Students with Disabilities

 2.5 Policy on Access and Access Programmes

 2.7 Enrolment

 2.8 Procedure for Administration of Recognition of Prior Learning (RPL)

04 Assessment of Students (Taught Programmes) 4.0 Assessment and Feedback Policy

 4.1 Assessment Regulations
 4.1C Rheoliadau Asesu

 4.3 Guidance on Assessment Marking

 4.4 Conduct of Examinations and Assessment

 4.5 Special Examinations Arrangements

 4.7 Duties of Invigilators in Formal Examinations

 4.8 Examination Results, Certificates and Transcripts

 4.8C Marciau Asesiadau, Tystysgrifau a Thrawsgrifiadau Terfynol

 4.10 Guidelines on the Conduct of Viva Voce and Oral Examinations

 4.11 Procedures for Internal Moderation of Assessed Work

 4.12 Master's Dissertations: signed statements and declarations page

05 Mitigating Circumstances and Special Cases 5.1E Mitigating Circumstances Procedure

 5.1C Gweithdrefn ar gyfer Amgylchiadau Lliniarol

 5.2E Mitigating Circumstances Form (including Self-Certification Request) – for use when online form unavailable

 5.2 Ffurflen Amgylchiadau Lliniarol (gan Gynnwys Hunan-ardystio)

 5.3 Submission of Requests for Special Cases

07 Appeals and Complaints 7.1 Appeals and Complaints

 7.2 Appeals Procedure – Review of Mitigating Circumstances Decisions

 7.2A Application Form - Review of Mitigating Circumstances Decisions

 7.3 Application for Amendment of an Exam Board Decision (Collaborative Partner Staff Use Only)

 7.3C Cais Am Addasu Penderfyniad Bwrdd Arholi

 7.3A Application for Amendment of Erroneous Marks (Staff Use Only)

 7.4 Appeals Procedure (Exam Board Decisions)

 7.5 Appeals Procedure (Fitness to Practise)

 7.6 Appeals Procedure (Postgraduate Research Degree)

 7.6C Gweithdrefn Apelio (Graddau Ymchwil Ôl-raddedig)

 7.7 Application Form for Postgraduate Research Degree Appeal

 7.7C Ffurflen Gais Am Apel Yn Achos Gradd Ymchwil I Raddedigion

 7.8 Appeals Procedure (Unfair Practice)

 7.10 Procedures for the Conduct of an Appeal Hearing

 7.11 Complaints Policy and Procedure

 7.11C Polisi a Gweithdrefn Cwyno​

 7.12 Application Form - Review of Suspension of Studies decision (Fitness to Study Procedure)

 7.13 Application Form - Review of Deregistration decision (Student Fee and Debt Management Policy)

08 Academic Misconduct 8.1 Academic Misconduct Procedure
 8.1C Academic Misconduct Procedure

 8.2 Academic Misconduct Reporting Form

 8.2C Ffurflen Adrodd am Gamym​ddygiad Academaidd

 8.3 Guidelines on Penalties for Academic Misconduct
 8.3C Guidelines on Penalties for Academic Misconduct

09 Other Procedures 9.1 Student Disciplinary Procedure

 9.1C Gweithdrefn Disgyblu Myfyrwyr

 9.2 Student Fitness to Practise Procedure

 9.2C Gweithdrefn Addasrwydd i Ymarfer

 9.3 Student Fitness to Study Procedure

 9.3C Gweithdrefn Ffitrwydd i Astudio Myfyrwyr

11 Regulations and Guidance (Research Degrees) 11.1A Regulations for MPhil and PhD

 11.1B Code of Practice (MPhil and PhD)

 11.1C Doctoral Degree Regulations (September 2020 starters onwards)

 11.2 Regulations for PhD by Published Works

 11.3 Regulations for Professional Doctorates

 11.4 Procedure for Appointment of Arbitrating External Examiner

 11.6 Regulations for Senior Doctorates

 11.7 Guidance for Research Examiners for:

 .1 PhD

 .2 MPhil

 .3 PhD by Published Works

 .4 Professional Doctorates

 11.12 Regulations for Taught Doctorates

12 Other Regulations 12.1 Regulations for Aegrotat Awards

 12.2 Regulations for Posthumous Awards

 12.2C Rheoliadau ar gyfer Dyfarniadau ar ôl Marwolaeth

13 Academic Titles 13.1 A Personal Chair – External / Cadair Bersonol - Ymgeiswyr Allanol

 13.1B Personal Chair – Internal / Cadair Bersonol - Ymgeiswyr Mewnol

 13.2 Honorary Professors / Athro Er Anrhydedd

 13.3 Emeritus Professor / Athro Emeritws

 13.4 Research Professor / Athro Ymchwil

 13.5 Visiting Professors / Athrawon Gwadd

 13.6A Reader – External / Darllenydd - Ymgeiswyr Allanol

 13.6B Reader – Internal / Darllenydd - Ymgeiswyr Mewnol

 13.7 Conferment of Honorary Titles / Teitlau Anrhydeddus

14 Awards of Cardiff Metropolitan University 14.1 Designated Degrees and Awards

 14.2 Procedure for Approval of New Degrees of Cardiff Metropolitan University

 14.4 Criteria and Procedures for the Award of Honorary Degrees