Updates to Academic Regulations and Procedures for September 2024

# Amendments to Volume 1 of the Academic Handbook, effective from September 2024

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| **Section** | Details | Approval Date |
| **2.8** [**Procedure for Administration of Recognition of Prior Learning (RPL)**](https://www.cardiffmet.ac.uk/registry/academichandbook/Documents/AH1_02_08.docx) | * Removed reference ‘to Ordinary Degree’.
 | AQSC12 Jun 2024 |
| **4.1**[**Assessment Regulations**](https://www.cardiffmet.ac.uk/registry/academichandbook/Documents/AH1_04_01.docx) | * ‘Pass Unclassified degree’ renamed ‘Unclassified Honours Degree’ and clarification on eligibility criteria (para 8.10 and 16.12)
* Candidature periods added for Higher Diploma award (Appendix 1)
 | AQSC12 Jun 2024 |
| **4.4**[**Conduct of Examinations and Assessment**](https://www.cardiffmet.ac.uk/registry/academichandbook/Documents/AH1_04_04.docx) | * Updated terminology
* Amended examples of Academic Misconduct under Examination Conditions (para 5.1)
 | AQSC12 Jun 2024 |
| **5.3**[**Submission of Requests for Special Cases**](https://www.cardiffmet.ac.uk/registry/academichandbook/Documents/AH1_05_03.docx) | * Increase maximum bar of access on a research degree thesis from five to twenty years (para 5.2)
 | AQSC12 Jun 2024 |
| **7.2**[**Appeals Procedure - Review of Mitigating Circumstances Decisions**](https://www.cardiffmet.ac.uk/registry/academichandbook/Documents/AH1_07_02.docx)**7.4**[**Appeals Procedure (Exam Board Decisions)**](https://www.cardiffmet.ac.uk/registry/academichandbook/Documents/AH1_07_04.docx)**7.5**[**Appeals Procedure (Fitness to Practise)**](https://www.cardiffmet.ac.uk/registry/academichandbook/Documents/AH1_07_05.docx)**7.8**[**Appeals Procedure (Unfair Practice)**](https://www.cardiffmet.ac.uk/registry/academichandbook/Documents/AH1_07_08.docx) | * Increased clarity on confidentiality in the processing of appeals
 | AQSC12 Jun 2024 |
| **7.6**[**Appeals Procedure (Postgraduate Research Degree)**](https://www.cardiffmet.ac.uk/registry/academichandbook/Documents/AH1_07_06.docx) | Extensive revision to the previous procedure comprising:* Simplified language and updated terminology
* References to reasonable adjustments, supporting disabled students, pausing of corrections period.
* Increased clarity on confidentiality
* Confirmed grounds for and outcomes of Stage Two Review
* Alignment with other appeals procedures
 | AQSC12 Jun 2024 |
| **7.11**[**Complaints Policy and Procedure​**](https://www.cardiffmet.ac.uk/registry/academichandbook/Documents/AH1_07_11.docx) | Broad updates including:* Updated terminology, titles, definition of an Investigating Officer
* Increased alignment with external best practice
* Additional detail on:
* reasonable adjustments and supporting disabled students and staff
* group complaints
* the use of evidence
* early resolution
* Clarification on:
* burden and standard of proof
* scope re: complaints from partner institutions students, complaints about staff
* role of ‘support person’
* confidentiality
* the grounds for and function of a Stage Two Review
 | Academic Board3 Jul 2024 |
| **9.1**[**Student Disciplinary Procedure**](https://www.cardiffmet.ac.uk/registry/academichandbook/Documents/AH1_09_01E.docx) | Broad updates including:* Updated terminology, titles, format of communication with students, definition of an Investigating Officer
* Additional:
* options for review of a suspension
* provision that University reserves the right to award/not award a student in cases of exclusion
* reference to how cases relating to UKVI and/or admissions may be dealt with outside of the SDP
* Clarification on:
* burden and standard of proof
* purpose of each stage of the procedure
* role of ‘support person’
* different uses of an Action Plan
* remit of a Risk Action Panel
* outcomes
* Appeal Panel terms of reference
* Removal of some appendices (internal processes)
* New appendix on Tuition Fee Fraud
 | Academic Board3 Jul 2024 |
| **12.2**[**Regulations for Posthumous Awards**](https://www.cardiffmet.ac.uk/registry/academichandbook/Documents/AH1_12_02.docx) | * Removed reference to Section 10 of the Academic Handbook, the contents of which has already been absorbed into the 4.1 Assessment Regulations.
 | AQSC12 Jun 2024 |

In-Year Amendments to Academic Handbook Volume 1 during academic year 2023/24

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| **Section** | Details | Approval Date/Effective From |
| **2.1**[**Criteria for the Admission of Students onto Taught Programmes**](https://www.cardiffmet.ac.uk/registry/academichandbook/Documents/AH1_02_01.docx)**2.2**[**Admission of Students to Master's, First Degr​ee, Foundation Degree, HND and HNC Programmes: Advanced Standing**](https://www.cardiffmet.ac.uk/registry/academichandbook/Documents/AH1_02_02.docx) | * Increased alignment between regulatory documents with respect to Exceptional Entry.
 | AQSC25 Oct 2023 |
| **4.8**[**Examination Results, Certificates and Final Transcripts**](https://www.cardiffmet.ac.uk/registry/academichandbook/Documents/AH1_04_08.docx) | * Clarification on debtors and Graduation (para 5.4)
 | AQSC21 Feb 2024 |