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
 | LTSEC25 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.** | AQSC08 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
 | LTSEC25 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 20215 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.
 | LTSEC13 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 |