

STUDENT ABSENCE

- See the Guidelines in the Student Handbook
- Impaired Performance claims for absence due to sporting or other activities will be rejected – students should use the student absence procedures and form.

IMPAIRED PERFORMANCE (IP)

- See the IP Guidelines and form in the Student Handbook
- Medical certificates should be in English from an approved hospital/clinic, or from a private physician – see the IP Guidelines
- Forms submitted after the deadlines will be rejected.

ACADEMIC APPEALS

- Grounds for academic appeal are very limited – see the Examination and Assessment Regulations
- Appeals based on Impaired Performance will be rejected – use the IP procedures.

NEED INFORMATION ON THE REGULATIONS?

- See the Student Handbook, General Academic Regulations (GAR) and Examination and Assessment Regulations – available via the BUE home page; or contact Q & V
- Students on the Egyptian-only Degree Track see the Academic Regulations for the Egyptian (Non-UK Validated) Degrees: 2011/2012

ESSENTIAL READING FOR ALL STUDENTS

FOLLOWING THE GAR IN 2011/12

PROGRESSION AND NUMBER OF ATTEMPTS

These vary between years. See overleaf for details.

ENGLISH REQUIREMENTS

Know your English progression requirements and how many attempts you have – details are overleaf.

RE-ASSESSMENT

- Students trailing or repeating modules should be re-assessed only in the failed components.
- Re-assessment must take place at the next available opportunity.
- The marks for components previously passed will be combined with the marks for re-assessed components, to give the overall module mark
- Students with more than 60 failed or incomplete credits normally will not be eligible for reassessment in the summer; however, students must resit trailed and English modules (if they are eligible) in the summer – see GAR 13.3, 13.4 and 3.14

CONDONEMENT ELIGIBILITY

- Must pass 100 credits
- Require yearly average of at least 40%
- Maximum 20 credits condoneable (excluding English)
- Must achieve minimum 30% in condoneable modules.

**GENERAL ACADEMIC REGULATIONS FOR STUDENTS
IN THE FACULTIES OF BAEPS, ICS AND ENGINEERING IN 2011/12**

Regulation	BAEPS, ICS and Engineering			BAEPS and ICS	ENGINEERING	BAEPS and ICS	ENGINEERING	ENGINEERING
	Preparatory Year <u>in 2011/12</u>	Degree Year 1 <u>in 2011/12</u>		Degree Year 2 <u>in 2011/12</u>	Degree Year 2 <u>in 2011/12</u>	Degree Year 3 <u>in 2011/12</u>	Degree Year 3 <u>in 2011/12</u>	Degree Year 4 <u>in 2011/12</u>
Progression to next programme year	Must complete the full requirements of the Preparatory Year (120 credits), except may trail Upper Intermediate English or above	Must complete the full requirements of Degree Year 1 (120 credits), except may trail Advanced English or Advanced Writing as credit-bearing modules from the Preparatory Year		Must complete the full requirements of Degree Year 2 (120 credits)	Must complete the full requirements of Degree Year 2 (120 credits)	Must complete the full requirements of Degree Year 3 and any trailed modules for graduation	Must pass 100 credits of the Degree Year, i.e. may trail a maximum of 20 Degree Year 3 credits	Must complete the full requirements of Degree Year 4 and any trailed modules for graduation
Number of Attempts	Maximum 4 attempts in a maximum of 2 years	Maximum 3 attempts		Maximum 2 attempts	Maximum 3 attempts in Level C modules and 2 attempts in Level I modules	Maximum 2 attempts in 100 credits of I and/or H Level modules	Maximum 2 attempts in 100 credits	Maximum 2 attempts in 100 credits
						Maximum 3 attempts in 20 credits only at I or H Levels	Maximum 3 attempts in 20 credits only at I or H Levels	Maximum 3 attempts in 20 credits only at H Level
English progression	Must pass Intermediate English to progress to Degree Year 1 (see Annex 3 in GAR 2011/12)	Must pass Upper Intermediate English to progress to Degree Year 2 (see Annex 3 in GAR 2011/12)		Must pass Upper Intermediate English to progress to Degree Year 3, and Advanced English and Advanced Writing as a graduation requirement (see Annex 2 in GAR 2011/12)	Must pass Advanced English and Advanced Writing as a graduation requirement (see Annex 2 in GAR 2011/12)			
English attempts	Maximum 4 attempts in each of Intermediate English and Upper Intermediate English in a maximum of 2 years	Maximum 4 attempts in Upper Intermediate English and unlimited attempts in Advanced English		Unlimited (but see the English progression requirements in Annex 2 in GAR 2011/12)				