Welcome to BUE

Welcome to the British University in Egypt (BUE). This handbook, produced by the Quality and Validation Office, is your reference guide to the BUE and will be important throughout your time with us here. It is well worth taking time to read through the sections and to understand what it means.

You will be referred as appropriate to the Academic Regulations (AR) available on the BUE website so that you know what is expected of you at key times during your university career. It outlines not only what we expect of you, but also what YOU expect of the BUE in return. You should keep your handbook somewhere safe so that you can refer back to it when needed.

You will also be given a personal BUE email account. It is vital that you check your email regularly because it is the most efficient and official way of getting information to you.

This handbook includes information on aspects of life as a BUE student beyond examinations and regulations. We hope you don’t have any bad times at BUE, but if you do encounter problems you will find the information you need to deal with them here – the procedures to follow and staff who can help you. You will be expected to be aware of the information contained in the handbook and to follow the procedures described.

Your time at the BUE will be unlike any other period in your life: we want you to make the most of your experience in every way. This handbook will help make your time with us as enjoyable and trouble-free as possible, so read on!

From all of us here at the BUE, the VERY BEST OF LUCK!

Mr. Assem Elsayad
Head of Quality & Validation
QUALITY & VALIDATION STAFF
Quality and Validation Office is located in the First Floor of Building E - Room 213, all staff are there to help you. In order for us to help you best, to answer your questions or direct you to the relevant support or academic departments, it is better to alert us about your problems in writing (e.g. through e-mail) to qvstaff@bue.edu.eg.

REGISTRATION

Module Registration

Online registration and the production of personalised online teaching timetables ensure that your student record is accurate and up-to-date; and that you have accurate timetabling information. But we can only achieve this with your assistance.

You are therefore asked to log onto the Student Records System (SRS) and access a Student Registration Card. This will indicate the modules that we believe you should be studying in your current academic year. Your programme for the year should include any modules trailed from a previous programme year, where applicable. Students who are required to select optional modules, a programme of study and/or programme specialty must do so before being able to confirm their registration.

For full details - see the guidance notes for Online Registration in the Appendices.

It is in your interest to ensure that your transcript is accurate. Registration will ensure that you are entered for the assessments that you are required to take it, and that your transcripts are complete. Your co-operation in registering online before teaching commences will be very much appreciated.

COMMUNICATION

BUE Email address
All official communication to you from the University will be via your BUE email address.

It is your responsibility to ensure that your account is activated and that you check it often to collect your email. To activate your account, go to the Computer LAB IT Support Office, Building (B).

Failure to read emails sent to you by the University will not be accepted as an excuse for ignorance of procedures, missing deadlines, or not knowing other important information.

CHANGE OF NAME OR ADDRESS

If your name is not written correctly on the SRS or you need to update your address you have to go to the Students’ Affairs Office in building E.
ID CARDS

Once you have completed registration, paid all fees due, and submitted all original documents, you will be issued with a University ID card. You’ll need your ID card to:

- Gain access to the Campus
- Use the Library
- Sit examinations
- Prove your student status on and off campus grounds
- Gain access to your residential area
- Request certificates and other services from central administration

The card will be in use for the whole of your programme (Renewed each Academic Year). It remains the property of the University and must be returned when you finish your studies with BUE.

- Do keep your ID card safe
- Do have your ID card with you at all times when on campus
- Do show your ID card to any BUE staff member who asks to see it
- Don’t allow anyone else use your ID card
- Don’t lose it!

If you lose your card, you have to refer to the Students’ Affairs Office.

ACADEMIC CALENDAR

Students’ Academic Calendar is available on the Q&V section on the BUE website.

ACADEMIC STRUCTURE

| - Faculty of Business Administration, Economics & Political Science | - Faculty of Engineering |
| - Faculty of Informatics & Computer Science | - Faculty of Pharmacy |
| - Faculty of Nursing | - Faculty of Dentistry |
| - Faculty of Law | |
| - Faculty of Art & Humanities | |

4-years programmes | 5-years programmes

- The University is organised into academic Faculties, each one headed by a Dean. In addition, there is a Department of English. The Faculties operate a one-year preparatory programme followed by a 3 or 4 year subject-specific programme.

- The language of instruction is English. Majority of programmes are taught and examined in English. All students will be assessed in English and placed in the
English level that suits them. A language laboratory is available for students’ use during timetabled sessions with a tutor as well as in students’ own time.

- **Students must pass all English levels before graduating.**
- More information about English progression requirements are available in the Academic Regulations.

### PROGRAMME REGULATIONS

Every programme has its own regulations. These are printed in the Programme Specification.

There are strict rules on changes to programmes, to protect your interests and guarantee the quality of BUE’s degrees.

### EXEMPTION FROM MODULES

Exemption from modules is only available for students joining BUE as transferred students from other universities or students transferred between different programmes within BUE. Exemption can only be given for modules under levels P & C and is subject for approval by relative Head of Department.

**To apply for an exemption,**

You must make a case in writing to your Head of Department, giving reasons for your request and supplying evidence to support it.

### STUDENT PROGRESSION ROUTES

The rules concerning student progression and the number of attempts that students may be permitted to pass modules are detailed in the Academic Regulations; different rules apply for each year of a programme.

*It is essential you read the Academic Regulations to determine your progression requirements*
MARKING EQUIVALENCY

The UK system of education uses a range of marks which may be different from the one you knew at school or college. This does not mean it is easier to get an A grade or a pass in a BUE module. It is as difficult to get a mark of 70% in a British university as it is to get 85% in an Egyptian one. The table below shows the Egyptian and approximate equivalent to the UK marking system.

<table>
<thead>
<tr>
<th>UK %</th>
<th>Grade</th>
<th>Egyptian Equivalent %</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>77 and above</td>
<td>A+</td>
<td>89 and above</td>
<td>4.0</td>
</tr>
<tr>
<td>74-76</td>
<td>A</td>
<td>87-88</td>
<td>3.9</td>
</tr>
<tr>
<td>70-73</td>
<td>A-</td>
<td>85-86</td>
<td>3.7</td>
</tr>
<tr>
<td>67-69</td>
<td>B+</td>
<td>82-84</td>
<td>3.5</td>
</tr>
<tr>
<td>64-66</td>
<td>B</td>
<td>79-81</td>
<td>3.1</td>
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<tr>
<td>60-63</td>
<td>B-</td>
<td>75-78</td>
<td>2.7</td>
</tr>
<tr>
<td>57-59</td>
<td>C+</td>
<td>72-74</td>
<td>2.5</td>
</tr>
<tr>
<td>54-56</td>
<td>C</td>
<td>69-71</td>
<td>2.3</td>
</tr>
<tr>
<td>50-53</td>
<td>C-</td>
<td>65-68</td>
<td>2.0</td>
</tr>
<tr>
<td>47-49</td>
<td>D+</td>
<td>60-64</td>
<td>1.8</td>
</tr>
<tr>
<td>44-46</td>
<td>D</td>
<td>55-59</td>
<td>1.6</td>
</tr>
<tr>
<td>40-43</td>
<td>D-</td>
<td>50-54</td>
<td>1.3</td>
</tr>
<tr>
<td>Less than 40</td>
<td>F</td>
<td>Less than 50</td>
<td>0</td>
</tr>
</tbody>
</table>

10 credit modules = approximately 3 credit hours (CH)
For calculation of semester or cumulative GPA =
\[
\text{GPA} = \frac{\text{SUM} \left[ \text{GPA (module)} \times \text{CH (module)} \right]}{\text{Total CH}}
\]

ACADEMIC TRANSCRIPTS

The University produces academic transcripts. They show:

- all the modules you have studied at the BUE
- the marks you achieved for each module
- the credits awarded for each module
- the average mark for each level and year of the programme
- the total credits awarded for each level and year of the programme
- your final award and classification

- You will be provided with your final academic transcript(s) along with your certificate(s) when you graduate. Informal transcripts will be available for you to access on-line after the examination board meetings for each assessment period.

- To order an official transcript any time of the year, please complete the transcript request form (Form available on-line).
STUDENTS’ ATTENDANCE POLICY

Students MUST refer to The Student Attendance Policy available on the BUE website.

If you do not attend in accordance with the policy you risk being de-registered from your modules and you will not be permitted to attend your exams and you will lose one of your limited number of attempts.

If you have valid reason for absence for a specific period of time you must fill an absence form, get it signed by relative module leaders, attach any supporting evidence and submit it to your faculty admin or students’ support office.

Absence form must be submitted before your absence or maximum after one week from your return.

- Read the Guidelines on Student Absence in the Appendices.

IMPAIRED PERFORMANCE (IP)

For an unlucky few of you, something serious might have happened in your life, such as severe illness or injury, or the death of a close family member that has meant you could not perform well in your exams or other assessments. If something like this has happened to you, you can ask for the examiners to consider it when they make their decisions about your marks and progress into the next year. This is called ‘making an impaired performance claim.

See the Impaired Performance Guide for Students in the Appendices.

Key elements of your responsibility in making a claim are:

- Ensuring completion of the new Impaired Performance (IP) form.
- Ensuring the Medical Certificate is written in English or translated into English.
- Ensuring that medical reports are stamped by the BUE clinic.
- Submission of the IP forms before the published deadlines.

ACADEMIC APPEAL

If you wish to make an Academic Appeal you must read the Academic Appeals Guidance Notes in the Appendices and use the online Academic Appeal form.

CODE OF CONDUCT AND DISCIPLINE OF STUDENTS

All students of the University are expected to observe and maintain honest and peaceable behaviour at all times.

The University defines misconduct as behaviour which, in its broadest sense, constitutes improper interference with the functioning or activities of the University, or those who work and study in the institution. The University may take disciplinary action in relation to behaviour which affects members of the public which damages
the standing of the institution. All students are expected to comply with the University Code of Conduct and Discipline of Students.

Transfer of Registration

You are permitted to apply to change your programme of study:

- within two weeks from the start of the first semester; or
- from the start of the second semester; or
- Prior to the start of the next year of study.

You must apply in writing to the Head of Department responsible for the programme of study into which you wish to transfer.

Approval for transfer will be given by the Dean of the Faculty only where the Head of Department is satisfied that you are able to meet the requirements of the new programme. The Head of Department may set conditions for the transfer that you are required to meet.

You must inform the Head of Department of your current programme of the transfer but you do not need his/her approval.

LEARNING SUPPORT

Library

The Library is growing all the time. Its physical bookstock has increased rapidly during the previous years and we also provide access to over 80,000 titles electronically through our subscription to Ebrary & Springer. You’ll see much more growth and development during your time in the University. The Library’s bookstock is organised by subject on the shelves and you’ll soon find your way around it. If you look up a book in our catalogue you will be told its classification number (we use the Dewey Decimal scheme in which all books have a three digit number such as 542 or 689, usually followed by a decimal point and further numbers to indicate their subject).

As well as printed books and journals the Library subscribes to a growing number of electronic databases which contain e-versions of many thousands of journals and books. Staff will be glad to help you to identify and use the e-resources that you need for your studies and training sessions will be held regularly on how to use the databases most effectively. Such training will be timetabled as part of your study programme and it will help you to succeed in your course if you attend.

E-learning

To be able to access the e-learning system you must first obtain a BUE e-mail account. After you have obtained your BUE e-mail account you will be able to use the same credentials to log into the e-learning system.

You must save your registration card through the SRS to be able to enrol in your modules via E-learning.
STUDENT MODULE EVALUATION

Your feedback is important to us and we want to hear your views about the modules you take. You will be asked to complete questionnaires. Your responses will be anonymous and confidential and will be used as part of an overall assessment of the effectiveness of the modules. They will enable us to identify issues of concern and make improvements for the benefit of future students who take the modules.

STUDENT REPRESENTATION

Students are represented on some University committees. In addition, there is a Staff-Student Liaison Committee in all Programme areas. If you wish to become a student representative, speak to one of the Students’ Union officers, or your Personal Advisor, or your Head of Department.

STUDENT UNION

Students can run for one of the officer positions in the BUE Student Union through annual elections to represent students and get involved in the governance of the University. For details about the Students’ Union and the elections, please contact the Student Activities Office in Building E-Extension.

FACILITIES FOR STUDENTS

Catering
There are several outlets offering a range of snacks, drinks and light meals are located in the food court. Catering facilities are available during University hours.

Welfare Counsellor:
The Student Welfare Counsellor offers a professional service on a confidential basis to individual students who are experiencing personal difficulties, which may be affecting their work. In addition, the Student Counsellor develops and maintains close links with other student support services in the University and advises on further sources of help within the community.

Health Clinic
The BUE provides medical help to students through two health clinics located in buildings A, G & K, the clinics are normally open weekdays from 8:45 am to 4:15 pm.

Leisure
Campus sports facilities include a football field, a swimming pool and tennis, volleyball and basketball courts. During leisure time the University offers a broad range of activities to suit everyone. You can join existing student clubs, including cultural, entertainment, drama, music, charity, chess, knowledge, and movie clubs; or set up your own new club. The Student Activities Office organises cultural and entertainment trips throughout the academic year. Students are also encouraged to participate in youth conferences in Egypt and around the world with support from the University.
Printing
Printing facilities are available in all the computer labs on campus. With your computer account you are automatically granted a printing account which you will need to recharge it to be able to print. You may recharge your printing account in the IT support office on the second floor of Building B (Laboratories building).

FIRE SAFETY

Action in the event of a fire
If you discover a fire, operate the nearest fire alarm call point and only attempt to fight the fire if it is safe and practical to do so, using an appropriate fire extinguisher.

Fire alarms
Fire alarms are provided to give rapid warning in case of fire, as smoke and fire can spread very quickly. On hearing the alarm always leave the building immediately by the nearest available exit (you should make sure you are familiar with your escape route).

Some Fire Safety Dos and Don’ts

- If you hear the fire alarm, leave the building by the nearest available exit;
- Close all doors and windows as you leave;
- Do not stop to collect belongings;
- Do not use water on electrical or flammable liquid fires;
- Do not re-enter the building until instructed to do so by the senior Fire Officer present.

Fire extinguishers
Fire extinguishing equipment has been provided throughout the BUE and student residences. Do not interfere with or maliciously set off fire extinguishers. This is a disciplinary offence and will be reported to the Dean of your Faculty.

Means of escape
Corridors, landings, stairs and exits from a building are major escape routes in case of fire. Please do not obstruct these areas.

SMOKING
The BUE campus is a NO SMOKING AREA. If you wish to smoke, you must leave the University buildings. Please ensure that cigarettes are fully extinguished and that cigarette butts and associated debris are disposed of in the ashtrays and rubbish bins provided.

LOST PROPERTY
The Security Office keeps records of lost, stolen and found property. You are advised to inform the Security Office in Building E- Extension if you lose or find any article, including money. Property which has been found is kept in the Security Office for 6 months only, unless claimed by the owner within this time.
SCHOLARSHIPS
For information on the various student scholarships, including eligibility, please contact the Student Affairs Office.

Academic Appeals Guidance Notes
You have to refer to the Academic Regulations for more information about Academic Appeals.

Deadline for making appeals - Consult the Academic Calendar on the BUE website

Appeals submitted after the published deadline will not be accepted.

You cannot appeal simply because you think you should have got a higher mark, or to get a mark upgraded from a marginal fail (like 37%) to a pass mark for no good reason. Appeals of this nature will be dismissed.

How do you make an appeal?
1- Download the Appeal form from the website (under Q&V section).
2- Fill all sections on the form and sign it.
3- Attach any supporting evidence you have.
4- Submit the completed form and the attached documents to Quality and validation office.

What happens next?
- The University will tell you the date and time of the Academic Appeals Committee meeting. You may attend the meeting and explain your case in person to the committee if you wish. The meetings are conducted in English.
- The Committee will decide whether to uphold your appeal (this means you were successful) or to dismiss it (this means you were not successful).
- If the Committee upholds the appeal, it will normally recommend some further action to be taken. You will be informed of the outcome of the appeal within 5 working days of the meeting of the Committee. If there is further action recommended, the outcome of that action is likely to take a little longer, and you will be informed as soon as that is complete.
Impaired Performance: A Guide for Students

Note: The IP procedures should not be used for missed assessments or deadlines due to sporting or cultural activities – see below for further details

If you have experienced serious or acute problems or events beyond your control which have adversely affected your performance in an assessment, or have prevented you from completing an assessment, you may ask for your circumstances to be taken into account by using the University’s Impaired Performance Procedure. This is known as ‘making an impaired performance claim’.

When to submit an IP claim?
If you have missed any or your performance was affected during any of the summative assessments due to unexpected circumstances such as, illness, passing away of close relatives or friends or accidents you should report the issue through the IP procedure.

How to submit an IP?
1- Download the form from the Q&V section on the website.
2- Fill the form and get it signed by relevant module leaders.
3- Attach any documents you feel it will support your claim.
4- Consult the BUE clinic if the ground of your claim was illness.
5- Submit the form and the documents to your admin or students’ support office.

What happens next?
The IP panel will meet to review all submitted IPs and to take decisions, all decisions are then sent to students through BUE email and the decisions are then implemented on the SRS.

Important notes:
1- IPs submitted after the deadline will not be accepted.
2- It is the student responsibility to make sure the form is completed.
3- IPs submitted for medical issues will not be considered if it is not supported by the BUE clinic.

Medical certificates obtained from an approved hospital/clinic or from a private physician must be taken to the BUE clinic as soon as possible and by the latest on the first day back at the University following a period of illness, for validation, before being submitted with an IP Form. Clinics are in Buildings A and G.

Long-term illness & disability
If you have a medical condition, illness or disability that is permanent or long-term and which may have an impact on your ability to attend classes or sit examinations under the usual circumstances, the University will take measures, whenever possible, to help you so that the effects of your condition can be minimized. For example, the University can provide a separate room and extra time for examinations if you are unable to sit for long periods, or someone to write for you if you have trouble holding a pen.

What to do if you have a long-term illness or disability
You should go the University welfare specialist in building E extension to raise your case.
The welfare specialist will then write to all concerned departments and to your faculty to consider your case and provide you with any needed support.
Regulations about examinations and other assessments

If you break any University regulation in relation to examinations, or do anything that could give you or another student an unfair or improper advantage in an assessment, which is considered to be cheating, You will be reported to the Academic Misconduct Committee, which may decide to punish you, for example by giving you a mark of zero in an assessment, or in a whole module. The more seriously you cheat, the heavier the punishment.

How to behave in examinations

Personal belongings

- Students’ personal belongings shall be left in the Lockers outside the examination hall.
- Students should take to their examination desks only writing/drawing kits and material specified in the exam rubric. Any material that is not specified on the exam rubric is strictly prohibited.
- The University will not be liable for any personal possessions that are lost at examination venues.

Mobile ‘phones

- Students are prohibited to take mobile ‘phones or any other smart devices into examination venues, or else this could be considered as a misconduct case and will be referred to the Faculty Academic Misconduct Committee.
- Students are prohibited from wearing earphones (hands free) during the examination even if they are not connected to a mobile phone. Any breach of this rule shall constitute Academic Misconduct in accordance with the Academic Regulations.

Talking

Students should not talk to each other once they have entered the examination hall. If they have queries before or during an examination (e.g. if their pen fails and they have no other writing equipment), they should raise their hand. An invigilator will go to the student’s desk and talk quietly with him/her.

Creating a disturbance

Any student who disturbs an examination shall be asked to leave the examination hall. The senior invigilator shall write that the student disturbed the examination and was asked to leave the hall, stating the time of the incident, on an Incident Report Form. The offence shall constitute Academic Misconduct.
Possession of Notes or other unauthorised materials

- Any notes or other unauthorised materials found on a student after an examination has commenced shall be removed by the invigilator.
- The student shall not be asked to leave the examination hall but the offence shall constitute Academic Misconduct.

Late arrival

Students arriving more than 45 minutes of the start of an examination shall not be allowed into the examination hall. Such students may submit an Impaired Performance (IP) claim to the Q&V Office, by the published deadline, if their late arrival is due to a reason that is included in the IP Guidelines, as published in the Student Handbook.

Use of Electronic Aids in Exams

You may use electronic calculators in examinations only where the examination paper specifically allows this, subject to the following:

- Unless otherwise stated in the examination paper, any type of calculator may be used provided that the calculator is hand held, battery operated or solar-powered, noiseless and has no facility for the storage of alphabetical information other than hexadecimal numbers;
- You must write the type of calculator you used on the examination answer book;
- Your calculator must be available for inspection by the invigilators;
- You will not be allowed to take instruction booklets, or any other written material relating to the operation of the calculators, into the Examination Hall.

No other electronic aids are permitted unless stated in the examination paper.

Use of Dictionaries in Examinations

You are not allowed to use a dictionary in examinations, unless the examination
STUDENT COMPLAINTS PROCEDURE

If you wish to make a complaint you must read the Student Complaints Procedure. See the Student Complaints Procedure in the Appendices.

Purpose

This procedure is designed to assist an individual registered student or group of students of the University who have a bona fide complaint against the service or treatment that they have received from the University. Whether a complaint may be deemed bona fide shall be determined in accordance with this procedure.

1. Informal Resolution

1.1 It is expected that a student should make every effort to resolve the issue informally with the member(s) of staff concerned or responsible for the service in question.

1.2 Where resolution by this means proves impossible, the complainant would be expected to raise the matter with the relevant Dean(s) who shall take action to seek an informal resolution.

1.3 Moreover, complainants are expected to keep in mind that it may often be appropriate for a complaint to be considered by the appropriate Staff-Student Liaison Committee.

2. Formal Resolution

3.1 A student or group of students wishing to make a formal complaint should do so in writing to the University Registrar within two working weeks of the issue failing to achieve resolution through informal means.

3.2 The written complaint should:

i. identify the nature of the complaint and under which of the criteria below it is brought; and

ii. provide evidence to support the complaint; and

iii. outline the action taken to resolve the complaint informally and identify why resolution through informal means has not been possible; and

iv. Indicate the desired outcome.

3. Criteria for Complaints

1.1 Complaints may be brought in cases where:

i. there have been repeated breaches of the Code of Professional Academic Conduct for staff; and/or

there have been repeated deficiencies in the delivery and/or management of a course or module(s) such as to have a potential detrimental affect on a student’s academic performance; and/or
ii. there have been repeated deficiencies in the delivery and/or management of a University administrative or support service such as to have a potential detrimental affect on a student’s academic performance; and

iii. There is evidence of sufficient reason why the matter could not be resolved informally.

1.2 The University Registrar shall determine whether a prima facie case exists for the complaint to be considered by the University Complaints Committee and shall inform the student of his/her decision within five working days of receipt of the written complaint. Where a prima facie case exists, the University Registrar shall, as soon as possible, convene a meeting of the University Complaints Committee to hear the complaint.

1.3 Where a complaint is against the University Registrar, the matter shall be considered by the Vice-President and the University Registrar shall play no further part in the proceedings.

4. The University Complaints Committee

5.1 The Committee shall be constituted as follows:

A member of the University Board appointed annually by the University Board to be Chair;
A panel of four members of Senate, nominated annually by Senate, of whom two shall be selected by the University Registrar to serve on any hearing.

The Office of the University Registrar shall provide servicing for the Committee.

5.2 The functions of the Committee shall be either to:

i. dismiss the complaint and determine whether it was made maliciously, in which case the matter shall be referred for consideration under the procedures for student discipline; or

ii. Uphold the complaint and determine the form of restitution, if any, to be made.

5.3 The complainant(s) and/or their representative(s) and the staff against whom the complaint is brought and/or their representative(s) shall have the right, but be under no obligation:

i. to give evidence in person to the meeting of Committee and/or;

ii. to submit written statements to the Committee; and/or

iii. to call witnesses; and/or

iv. To submit written statements from witnesses.

5.4 The complainant(s) and the staff against whom the complaint is made must be, at least 48 hours prior to the meeting of the Committee, notify the Registrar who will be attending and provide any written statements.
5.5 The Office of the University Registrar shall notify the outcome of the complaint to all parties no more than seven working days after the meeting of the Committee.

5.6 In relation to the University’s internal procedures, the decision of the Committee shall be final, although it may, exceptionally, agree to reconsider a complaint in the light of new evidence, providing that:

i. the new evidence is submitted within fourteen working days of the notification of the outcome; and

ii. It can be demonstrated to the satisfaction of the Chair of the Committee that there was good reason for not bringing forward the evidence at the time of the original hearing.

13 On-line Registration

All Students

1. Log onto the Student Records System with your Student ID & Password following this link:- http://srs.bue.edu.eg/bue/default.aspx

2. Check your proposed modules for Semester 1 and 2: if accurate, press the “Accept” button. Once your registration is completed, you will be able to collect your ID card from Student Affairs IS Services in Room 305, 3rd Floor, and Building E. If your Registration Card lists modules that you do not think you should be registered for, if modules appear to be missing, or if you believe you should be registered in a different Programme Year, please go to your Departmental Office (or the English Department Office in the case of English modules) to clarify your programme of study.

3. See below how to receive advice from your Faculty if you have to select option modules and/or a programme specialty.

4. Once you have chosen your specialisation and/or optional module(s) you will not be able to change these online.

5. If you would like to change an optional module or programme specialty once teaching has started,
   a. Please complete the relevant form (obtainable from the Faculty Office).
   b. Obtain the relevant Faculty signatures.
   c.

6. Please note that you will not be allowed to change optional module(s) and/or programme specialty after the second week of teaching,
Modules Registration Step-by-Step

**Prep Yr Students:**

Prep year students go to the Q&V office to collect their Registration Card. Then go to Room 305 Building. (E) to collect their ID cards and Study Timetable. If you have to choose optional Module(s), then you need to complete the registration steps below.

**Returning Students**

Using **Internet Explorer ONLY**, Log onto the Student Records System (SRS) with your **BUE account** following this link: - [http://srs.bue.edu.eg/bue/default.aspx](http://srs.bue.edu.eg/bue/default.aspx)

In the previous screen **Make sure to:**
1. Choose category “Student”
2. Enter your ID number
3. Enter your Password

Now click

Login

The following screen will appear

1. Click on (Select Major & Optional Modules) to choose the programme specialty then click “SAVE”
2. Choose the Optional Module(s) then click "SAVE"

3. Click on (Registration Card) make sure all your first Semester modules (Core + Optional) are there, scroll down until the end of the page then click on "SAVE"
• Your acceptance date will appear in the registration card
• Now you completed your modules registration

4. Click on (Study Time Table) then choose Year 20xx-20xx, Semester 1 as shown below:

Now you should see your study timetable

5. If you receive the following message

No Group to Student in this Study Year

Then you need to go to Bldg. (E), third floor, Room 305
6. Steps (1 & 2) could be skipped if you have no optional modules and Major to choose.

7. If you still cannot register and/or print your complete study timetable, your need to complete the “Registration Query Form” and submit it in the Q&V office.

8. To change your optional Module(s), you need to complete “the Optional Modules Change Form” in your faculty.

**DICTIONARY OF TERMS AND ABBREVIATIONS**

You may not be familiar with some of the words we use in this document. Here is a short list of definitions that may help:

<table>
<thead>
<tr>
<th>Word or Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment</td>
<td>Assessment is the formal procedure used to evaluate the learning process and determine the extent to which a student has achieved the specified intended learning outcomes. There are two forms of assessment, “summative” where a mark is given that contributes to the overall mark for the module; and “formative” where a mark and/or qualitative feedback are given to support future learning but which do not contribute to the overall mark. Both forms are very useful. There are also a range of methods of assessment. The most common are class test, coursework assessment (tests, essays, projects, presentations and practical exams), oral examinations, practical examinations and written examinations.</td>
</tr>
</tbody>
</table>
(Faculty of): Faculty of Business Administration, Economics & Political Science

Credit The value of a unit of study, which reflects the amount of learning, whereby 1 credit relates to approximately 10 hours of notional student effort, including contact time, independent study and assessment.

(Faculty of) ICS Faculty of Informatics & Computer Science

AR Academic Regulations

Intended Learning Outcomes (ILOs) Every programme has a number of ILOs. They describe the knowledge, understanding and skills you can expect be able to demonstrate by the time you have finished the programme. The ILOs are delivered through the modules, and each module has its own defined set of ILOs. You must be able to demonstrate that you have achieved the ILOs in order to succeed in the module.

Level The level of a module indicates the relative difficulty. Programmes are divided into four levels, each one requiring study at a more advanced level than the previous one.

Module The subject or the course you have to study is usually called a module, modules can be obligatory (Core) or elective (Optional).

Module Specification A Module Specification provides information about the module, such as the credit value, ILOs, subjects to be studied, and methods of assessment. The module specifications are available on the E-Learning.

Pre-requisite When Module A is described as a pre-requisite of Module B, it means that you must pass Module A before you can register for Module B.

Programme A programme is the whole of your study at BUE. It is the title of your final degree, e.g. BSc in Architectural Engineering

Programme Specification A Programme Specification provides information about the whole programme, such as the ILOs, regulations about assessment, the structure of the programme, i.e. which are compulsory modules and which are optional, how many modules you must study in each year and level.

Progression Moving from one level or year to the next is called “progression”.
<table>
<thead>
<tr>
<th><strong>Re-sit/reassessment</strong></th>
<th>If you fail a module, you may be allowed to do it again. Any attempt at a module after your first chance is called a “re-sit” or “reassessment”.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Summer Assessment Period</strong></td>
<td>A period of time in which students may be re-examined in failed modules, and/or by the end of which students shall re-submit any coursework assessment.</td>
</tr>
<tr>
<td><strong>Specialisation</strong></td>
<td>Some programmes allow you to follow one of several paths to the final award. Each path is a <em>specialisation</em>, e.g. BSc in Business Studies, specialising in Accounting and Finance.</td>
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</tbody>
</table>