Ahlan wa Sahlan!!! Welcome to the British University in Egypt!

We call it the 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 your taking time to read through the sections and to understand what it means for you.

You will need to make sure you read the information on examinations, assessments, regulations and procedures so that you know what is expected of you at key times during your university career. It outlines not only what we expect from you, but also what YOU can expect from the BUE in return. You should keep your handbook somewhere safe so that you can refer back to it when you need to.

We also have a very informative website, linking with e-learning and where standard and new information is regularly posted – we strongly advise you to log on as often as possible. 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 popular 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!

Head of Quality & Validation
INTRODUCTION

This handbook gives general information about BUE policies, procedures and facilities, with more detailed guidance on University procedures contained in the Appendices. New students joining the Preparatory year should also read the Preparatory Year Programme Student Handbook produced by your Faculty.

All the various information, including the full University Regulations, the General Academic Regulations (GAR) are available on the Q&V web pages in the BUE website: www.bue.edu.eg

Reference copies of documents are also available in:

- The Library
- Student Affairs Office
- Quality & Validation Office
- Faculty Secretaries’ Offices

For Faculty of Communication & Mass Media, Faculty of Pharmacy and Faculty of Dentistry students, The Academic Regulations operate within the regulatory framework of Egypt, as stipulated by the Egyptian Supreme Council of Universities. These regulations are being prepared for publication to students. In the interim, students are advised to consult their faculties’ Deans for answers to any questions related to the Academic or Programme Regulations.

QUALITY & VALIDATION STAFF

Staff in the Quality and Validation Office, located on the First Floor of Building E, room 213, are here to help you but in order for us to help you best, to answer your questions or direct you to the relevant support or academic departments, it helps us if you can alert us to your problems in writing (e.g. through e-mail) first Q&Vstaff@bue.edu.eg

Q&V Office consists of:

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<th>Dr. Carol Porter</th>
<th>Head of Quality and Validation</th>
<th>Tel.Ex 1480</th>
</tr>
</thead>
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<td>Mr. Assem Elsayad</td>
<td>Assistant Head of Quality and Validation</td>
<td>Tel.Ex 1323</td>
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<tr>
<td>Shaimaa Mahdy</td>
<td>Students Records System, Specialist</td>
<td>Tel.Ex 2307</td>
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<tr>
<td>Heba Hamoudy</td>
<td>Students Records System, Coordinator</td>
<td>Tel.Ex 1304</td>
</tr>
<tr>
<td>Nehal Osman</td>
<td>Assessments &amp; Quality, Coordinator</td>
<td>Tel.Ex 2304</td>
</tr>
<tr>
<td>Mohamed Samir</td>
<td>Assessments &amp; Quality, Coordinator</td>
<td>Tel.Ex 2305</td>
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<tr>
<td>Basma Sadek</td>
<td>Assessments &amp; Quality, Coordinator</td>
<td>Tel.Ex 1307</td>
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# USEFUL CONTACTS

Your first point of contact should be your personal tutor, who will be appointed by your Faculty. Staff in the offices listed below can help, however, with specific queries:

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<th>Query</th>
<th>Office</th>
<th>Location</th>
<th>Extension</th>
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<td>Security</td>
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<tr>
<td>Query</td>
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<td>Location</td>
<td>Extension</td>
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<tr>
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<td>Computer LAB IT Support</td>
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<tr>
<td>Scholarships</td>
<td>Finance Office</td>
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<tr>
<td>Students’ Union</td>
<td>Student Activities &amp; Welfare</td>
<td>Building G, First Floor</td>
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<tr>
<td>Examination timetables</td>
<td>Quality &amp; Validation</td>
<td>Building E, First Floor</td>
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<td>Building E, First Floor</td>
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</tr>
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</tr>
<tr>
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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 work), oral examinations, practical examinations and written examinations.</td>
</tr>
<tr>
<td>(Faculty of): BAEPS</td>
<td>Faculty of Business Administration, Economics &amp; Political Science</td>
</tr>
<tr>
<td>Credit</td>
<td>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.</td>
</tr>
<tr>
<td>(Faculty of) ICS</td>
<td>Faculty of Informatics &amp; Computer Science</td>
</tr>
<tr>
<td>GAR</td>
<td>General Academic Regulations</td>
</tr>
<tr>
<td>Head of Department</td>
<td>Your programme of study is managed through a particular Department. Every department has a named Head who is an academic member of staff.</td>
</tr>
<tr>
<td>Intended Learning Outcomes (ILOs)</td>
<td>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.</td>
</tr>
<tr>
<td>Level</td>
<td>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.</td>
</tr>
<tr>
<td>-------</td>
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</tr>
<tr>
<td>Module</td>
<td>A separate identifiable self-contained unit of study at a specified level, which is delivered over one or two semesters, is assessed and given a credit value. Most programmes have between 8 and 14 modules in each year. You may be used to calling a module a “course” or “subject” The modules you must take are called “core” or “compulsory”, modules that can be chosen are called “elective” or “optional”</td>
</tr>
<tr>
<td>Module Specification</td>
<td>A Module Specification provides information about the module, such as the credit value, ILOs, subjects to be studied, and methods of assessment.</td>
</tr>
<tr>
<td>Pre-requisite</td>
<td>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.</td>
</tr>
<tr>
<td>Programme</td>
<td>A collection of modules grouped under a specific title, the details and regulations of which have been approved by Senate as leading to an end qualification, and, where appropriate, to intermediate awards. A programme is the whole of your study at BUE. It is the title of your final degree, e.g. BSc in Architectural Engineering</td>
</tr>
<tr>
<td>Programme Specification</td>
<td>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.</td>
</tr>
<tr>
<td>Progression</td>
<td>Moving from one level or year to the next is called “progression”. The BUE has well-defined rules about when a student is allowed to progress; normally you must complete one level or year before being allowed to progress to the next. Decisions about progression are taken by Examination Boards.</td>
</tr>
</tbody>
</table>
**Re-sit/reassessment**

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”. In the Preparatory Year there are four chances: a first attempt and 3 re-sit opportunities. In other years, there are a limited number of opportunities specified for 3 year and 4 year degree programmes. There are well-defined regulations about how many re-sits you are allowed to take and when you can take them.

**SAP - Summer Assessment Period**

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.

**Specialisation**

Some programmes allow you to follow one of several paths to the final award. Each path is a specialisation, e.g. BSc in Business Studies, specialising in Accounting and Finance.

**UK**

UK stands for the United Kingdom of Great Britain and Northern Ireland. It is used as a short way of saying “British” or “Britain”.

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**REGISTRATION**

During an ‘induction’ period (Induction Week for preparatory Year students, Induction day for other students) students are required to register annually with the University. Failure to register by week 2 of each academic year may result in the withdrawal of student record.

In order to complete registration, you must:

- Submit your original documents to the Student Affairs Office no later than 30th September.
- Pay all tuition and other fees due.
- If you are an Egyptian male or if you have dual nationality you should go to the Student Affairs Office to discuss your military status.

1. **If you have any problem paying** fees you should go to the Finance Office immediately. **If you have any problems providing original documents**, you should go to the Student Affairs Office immediately.
Unless you are formally registered you cannot receive an ID card and e-mail address and all the other necessities to start your studies in any particular year (see below)

Registering for your programme also involves registering for each study module.

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 or programme specialty must do so** before being able to confirm their registration.

- For full details - see the guidance notes for On-line Registration in the Appendices. Completion of registration will allow you to collect your ID card, Bus passes...etc. It will also generate your online personalised teaching timetable.

- 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, 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 **IT Support Office, Building (B) 1st floor**.

**Failure to read emails sent to you by the University will not be accepted as an excuse for missing deadlines, or not knowing other important information.**
CHANGE OF NAME OR ADDRESS

Change of Address
It is in your own interest to inform the Student Affairs Office immediately of any change of permanent or temporary address, email address, mobile or home telephone number. Any notice or correspondence sent to an address held by the University as the student’s address will be considered as received.

Change of name
You must inform the Student Affairs Office immediately of any change of name. Documented proof will be needed.

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 can get a new one from Student Affairs. You will have to pay 150LE for a replacement. Remember to tell the Library that you have lost the card, in case someone else finds it and borrows books in your name. If that happens, you will be liable for any loss or damage to those books.
# ACADEMIC CALENDAR 2015-2016

*Detailed Academic Calendar is available on the BUE website*

## Semester 1:
- **12-17 September 2015** Induction week
- **27 September 2015** Start of teaching
- **17 December 2015** Last day of teaching
- **19-23 Dec 2015** Revision period
- **2 January 2016** S1 English Exams
- **2 - 21 January 2016** S1 Examination period
- **28 January 2016** Deadline: S1 (IP) claims
- **17 December 2015** Last day of teaching
- **19-23 Dec 2015** Revision period
- **2 January 2016** S1 English Exams
- **2 - 21 January 2016** S1 Examination period
- **28 January 2016** Deadline: S1 (IP) claims

## Semester 2:
- **6 February 2016** Start of teaching
- **28 April 2016** Last day of teaching
- **3 - 11 May 2016** Revision period
- **12 May 2016** S2 English Exams
- **12 May - 26 June 2016** S2 Examination period
- **1 June 2016** Deadline S2 (IP) claims
- **11 July 2016** Deadline S1&2 Academic Appeals

## Summer Assessment Period (SAP):
- **7 August 2016** - **25 August 2016**
  - English Exams
  - Unseen Exam Resit Period
  - Deadline Resit (IP) claims

You must make sure that you do not make plans to travel during the semester, and especially during examination periods. If you miss an examination because you are travelling you will fail that examination with a zero mark.
ACADEMIC STRUCTURE

- Faculty of Business Administration, Economics & Political Science
- Faculty of Informatics & Computer Science
- Faculty of Nursing
- Faculty of Communication & Mass Media **

- Faculty of Engineering
- Faculty of Pharmacy **
- Faculty of Dentistry **

4-year programmes

5-year programmes

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

- ** Faculty of Pharmacy, Faculty of Dentistry students and Faculty of Communication & Mass Media, The Academic Regulations operate within the regulatory framework of Egypt, as stipulated by the Egyptian Supreme Council of Universities. These regulations are being prepared for publication to students. In the interim, students are advised to consult their faculties’ Deans for answers to any questions related to the Academic or Programme Regulations.

- Programmes are modular, with 120 credits per year taught over an average of 12 modules, normally 60 credits per semester. One credit represents 10 hours of learning effort.

- The language of instruction is English. All 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.

- Students entering the BUE in or after 2012/13 must pass at least one English module in each year of their programme (until they pass Advanced Writing) in order to progress to the next year of their programme.

- Students who entered the University in or after 2010/11 MUST pass the following English Modules as a condition of their progression:-
  - Intermediate 1&2 English before progressing to Degree Year 1
  - Upper Intermediate English before progressing to Degree Year 2
  - Advanced English before progressing to Degree Year 3
  - Advanced Writing as a condition of Graduation.
• Students who entered the University in or before 2009/10 must follow the English progression requirements stated in the GAR, page 26.

• Timetabled sessions run from 09:00 to 16:00 Saturday to Thursday. (Refer to your study timetable). All students will have free and self-study periods scheduled during the day.

• Attendance at all lectures and tutorials is expected. All modules specify the minimum attendance level required in accordance with the Student Attendance Policy. Full information is given in module outlines. If you don’t attend, you may be prevented from taking the module assessment and you will lose one of your limited number of attempts – See the Student Attendance Policy, for details.

LEARNING AT BUE

At BUE we recognise that students learn in a variety of ways. The delivery and assessment of your programme will vary by module, but all modules allow time for you to learn on your own in private study or collectively in groups. A module specification is provided for every module. It sets out the content, credit, teaching method and assessment pattern and methods, and prerequisite modules. Most importantly, the specification lists for each module the Intended Learning Outcomes (namely, what you are expected to know and be able to do when you have completed it).

You will be provided with detailed feedback on any substantial pieces of assessed coursework, to help you measure and monitor your own progress towards learning targets given in the module specification.

Every new student will be assigned a Personal Advisor. He or she is a member of academic staff who should be the first person you turn to if you have a problem. Your Personal Advisor will be available to see you regularly and work with you to monitor your progress, help you identify any problems early and support you in finding solutions to them.

ACADEMIC QUALITY AND STANDARDS

BUE degrees operate within a set of guidelines and reference points for academic standards and quality which have been specified by the UK Quality Assurance Agency (QAA). For further information on the QAA, see the international guide on http://www.qaa.ac.uk/students/guides/default.asp (available in English and Arabic). This framework determines how programmes are structured, designed, taught and assessed. It also identifies teaching standards and levels of support. Each programme has a programme specification which gives information on what you can expect from the programme and what knowledge, understanding, skills and other attributes you will have developed on successful completion of the programme.
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.

MODULES

BUE programmes follow the UK model, which takes modules as the unit of study. Each module is weighted within a programme according to its credit rating and level of study. Modules normally have a credit value of 10, 20 or 30. Each year of an undergraduate programme comprises 120 credits, normally 60 in each semester.

One credit represents the typical outcome of 10 hours of study. This includes the time on average you will spend in lectures, tutorials, labs, practical’s, private study, preparing coursework, and sitting examinations.

Modules are specified at a particular level of study. The level indicates the difficulty of the module. Those at higher levels will be more challenging, and will build on the knowledge, understanding and skills you have gained by studying and passing modules at lower levels.

Levels at BUE reflect the UK’s Higher Education Qualifications Framework (HEQF). They are:

- **P** Preparatory. Taught in the Preparatory Year at BUE.
- **C** Certificate. Taught in Degree Year 1 (and in Degree Year 2 of Engineering Programmes) at BUE and equivalent to a UK Year 1 module.
- **I** Intermediate. Taught in Degree Year 2 (and Degree Year 3 of Engineering Programmes) at BUE and equivalent to a UK Year 2 module.
- **H** Honours. Taught in Degree Year 3 (and Degree Year 4 of Engineering Programmes) at BUE and equivalent to a UK Year 3 module.

Module codes contain a character - P, C, I or H – that indicates the level of the module. This character is positioned last in the module code, for example 13POL05C is a Certificate level module.

- A 10 credit module will usually be of one semester’s duration.
A module may be shared across programmes. It may be a core module for some programmes, and an option or elective for others.

Some modules have pre-requisites. This means you have to pass the pre-requisite module before being allowed to register for the later module. For example, you must pass Maths01 before you can register for Maths02.

All modules are taught and assessed in English.

Module specifications are subject to University approval procedures. Changes will not normally be made while a module is running. Should there be an exceptional need to modify a module during the semester; students affected will be consulted before any change is approved. The University will only take this action if completely necessary so as not to interrupt your programme of study.

EXEMPTION FROM MODULES

No exemptions shall be granted from any module that contributes to the determination of a student’s overall degree classification. A Head of Department may therefore approve exemptions from individual modules at Level P and Level C only, provided that s/he is satisfied that the student has already satisfactorily covered the content of the module(s) concerned and can demonstrate that s/he has achieved the stated learning outcomes for the module(s).

Exemptions can only be given before first registration: no exemptions shall be permitted once a student has registered at BUE.

Where a student has been exempt from a module, s/he shall be awarded the appropriate number of credits. No marks shall be attributed to exempt modules.

In calculating the year average, only those modules that the student has attempted as a registered student of the University shall be included.

Transfer students who enter the English programme at either Upper Intermediate or Advanced English levels shall be given Preparatory Year exemptions in 20 credits of English.

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 General Academic Regulations; different rules apply for each year of a programme.

It is essential you read the GAR to determine your progression requirements, page 46

HONOURS CLASSIFICATIONS FOR THE UK VALIDATED DEGREE
Classifications are:

- First Class  Final overall average 70%+
- Second Class Division I  Final overall average 60-69%
- Second Class Division II  Final overall average 50-59%
- Third Class  Final overall average 40-49%

CLASSIFICATION FOR THE AWARD MADE BY BUE FOR THE EGYPTIAN DEGREE
Classifications are:

- Distinction  84% and higher
- Very Good  74% to less than 84%
- Good  64% to less than 74%
- Satisfactory  50% to less than 64%

* See the Conversion Table in the Appendices

ASSESSMENT  (See part 4 section 12 of the GAR for more details)
You will find assessment methods and weightings for each module in your programme regulations. Methods include:

- Coursework;
- Class tests/quizzes;
- Practical-based examination(s);
- Formal written examinations;
- Oral examination;
- Projects

The University’s minimum mark for a pass and award of credit in each module is 40%. However some programmes may specify a higher minimum pass mark and may set other additional criteria for passing, such as attendance. Check your programme regulations for variations.
Conduct of Students in Examinations and other Assessments

You are referred to and must comply with part 4 in the General Academic Regulations (GAR) and, the Examination and Assessment Regulations (EAR), including Sections 6 and 7, on the conduct of students in examinations and conduct in assessments.

REASSESSMENT

If you fail a module, you may be given the opportunity to be reassessed, if you are eligible – the number of re-sit opportunities depends on the level/year of study and the number of credits failed – See the GAR, Section 19. You must take your reassessment at the next available opportunity. You cannot postpone your reassessment. If you do not take your reassessment you will be recorded as absent and you will receive a mark of zero, fail the module reassessment and use one of your limited number of assessment opportunities.

Marks for any module passed on the second, third or fourth attempt will be limited to the minimum pass mark for the programme (normally 40%). Re-sits in Degree Years 2 and 3 (BAEPS and ICS)/ Degree Years 2, 3 and 4 (Engineering) will therefore have an impact on your final award mark and degree classification.

Normally you will NOT be permitted a reassessment opportunity in the summer assessment period if you have failed or not completed more than 60 credits. However, you MUST retake any trailed modules, or failed or incomplete English module, if eligible to do so, during the summer even if you are not eligible to resit failed modules of your degree year.

CONDONEMENT

UK
See the GAR for further details, Section: 18

EGYPTIAN

Students on the Egyptian track should refer to the Academic Regulations for the Egyptian (Non-UK Validated) Degrees for condonement. Please click this link to view EG track regulations
http://www.bue.edu.eg/pdfs/q&v/GAR%20for%20EGT%20students.pdf

See the GAR for further details, Appendix 4
MAXIMUM NUMBER OF ATTEMPTS

Faculties of BAEPS and ICS

Students entering the University in 2009/10 and thereafter are permitted the following maximum number of attempts in modules:

- Preparatory Year: 4 attempts in a maximum of two years.
- Degree Year 1: 3 attempts
- Degree Year 2: 2 attempts**
- Degree Year 3: 2 attempts**

Maximum Number of Attempts for students entering BUE in 2009/10 and thereafter
(Three year degree programmes)

- Preparatory Year Students
  - Maximum Four Attempts (Three re-assessments) in no more than two academic years

- Degree Year 1 Students
  - Maximum Three Attempts (Two re-assessments)

- Degree Year 2 & 3 Students
  - Maximum Two Attempts (One re-assessment)

** Students entering the University in or before 2008/09 in the Faculties of BAEPS and ICS shall be permitted a maximum of two attempts in 100 credits and a maximum of three attempts in 20 credits only, in modules taken in each of Degree Years 2 and 3.
Students entering the University in 2009/10 and thereafter are permitted the following maximum number of attempts in modules:

Preparatory Year: 4 attempts in a maximum of two years.
Degree Year 1: 3 attempts in Level C modules
Degree Year 2: 3 attempts in Level C modules and 2 attempts in Level I modules**
Degree Year 3: 2 attempts in Level I and H modules**
Degree Year 4: 2 attempts in Level H modules**

** Students entering the University in or before 2008/09 in the Faculty of Engineering shall be permitted the following:
• Degree Year 2: a maximum of two attempts in 60 credits and a maximum of three attempts in 40 credits only at Level C and 20 credits only at Level I
• Degree Year 3: a maximum of two attempts in 100 credits and a maximum of three attempts in 20 credits only at Levels I or H
• Degree Year 4: a maximum of two attempts in 100 credits and a maximum of three attempts in 20 credits only at Level H
Students who have exhausted their maximum number of attempts (from all Faculties), have the following options:

A) Transfer to another programme at BUE, provided they satisfy all relevant regulations, subject to approval of the relevant Dean.

B) Transfer to the Egyptian (Non-UK validated) programme provided they satisfy all relevant regulations.

C) Withdraw from the BUE.

See the GAR for further details

HOW YOUR WORK IS MARKED

Assessed work will be double marked. This means that it is marked by the staff member who delivers the module, and then marked again by another staff member. A sample of assessed work in each module will be sent to UK external examiners to ensure that standards of marking are appropriate, and conform to UK norms - See Appendix 3 of the GAR

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>
</tr>
<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>

**MARKING CRITERIA**

You are awarded marks for each piece of work according to a defined set of criteria. The marking criteria tell you about the standard of work you will need to produce to earn marks in the different grade bands. You will be given the marking criteria that are specific to your academic department.

**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)
STUDENT ATTENDANCE POLICY

Requirements
- All students are expected to attend and participate in all teaching and learning sessions in order to benefit fully from their BUE education.
- The University monitors student attendance in accordance with the procedures outlined in the Student Attendance Policy.
- Initially the minimum attendance required shall be set at 60% of the core sessions apart from in English and certain faculties (Dentistry, Nursing and Pharmacy) where a 75% minimum is required by Egyptian Education Law.
- The consequence of failing to attend 5 core sessions, students will not be allowed to take any further assessments including their final exams.

The full Student Attendance Policy can be found at http://www.bue.edu.eg/pdfs/q&v/New%20Student%20Attendance%20Policy.pdf

Why a Student Attendance Policy?

BUE’s obligations
The University seeks to provide a quality educational experience in a supportive learning environment.

Students’ responsibilities
Students have obligations to themselves, their families and the BUE. They should seek to ensure that they make best use of the learning opportunities provided by the University so that they may achieve a degree of high academic standing.

Consequences of poor attendance
Experience and research evidence show that students who do not attend or participate in classes are more likely to achieve poor grades or fail. This is mainly because students who do not attend will not acquire the added value from their interactions with teaching staff and their peers in discussing and understanding a particular topic. Their absence is also a sign that they are distracted by other issues which can impede their learning.

What should you do?
Read the Attendance Policy. Ensure you understand its requirements. Speak to your Personal Tutor and/or Module Leader if you need further information about this. Attend and participate in all timetabled sessions.

What to do if you miss a class
If you are sick for a few days and the classes you miss do not contribute to your mark for the module(s), then you must inform your teachers of the reason for your absence and make sure you collect any work you missed. If the classes you miss do contribute to your mark for the module(s) then you must complete an Impaired Performance (IP) form (see the Impaired Performance guide for students in the Appendices)
• If your illness is likely to last more than 15 working days you must contact your Personal Tutor, Module Leader or Head of Department for advice as soon as possible.
• If you want to request absence for a reason other than illness or injury, for example to attend sporting commitments or to travel, you must get written authorisation from the Head of Department before you leave the University using the leave of absence procedures.
• The Student Absence form is available from the Faculty Administration Office, on-line and from Students Activities and Welfare Office.
• 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 the Medical Certificate is from the recommended approved Hospitals/Clinics list.
• Submission of the IP forms before the published deadlines.

What to do if you have a long-term illness or disability

You may 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, we 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. Speak to your personal tutor or Head of Department as soon as possible at the start of the semester and make sure they are aware of all the necessary facts.

ACADEMIC APPEAL

If you wish to make an Academic Appeal you must read the Academic Appeals Guidance Notes in the Appendices and use the on-line 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.

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.

TRANSFER OF REGISTRATION – see the GAR Section 6

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.

a) 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. b) 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

Welcome note

I would like to welcome all new and returning students to the new BUE Library and to wish you a happy and successful new academic year. My staff and I will be glad to help you all we can to gain maximum benefit from using the Library, so I hope that if you meet with a problem when looking for a book you need or in using an electronic database you will come and ask us about it.

The new Library is growing all the time. Its physical book stock 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, including the opening of a state-of-the-art new Library building. The Library’s book stock 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. We look forward to meeting you in the library very soon.

Tarek Mehrem
University Librarian

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.

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 all major 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, 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.

FACILITIES FOR STUDENTS

Catering

There are several outlets offering a range of snacks, drinks and meals including La Poire, Beanos, Papa Johns, ….. etc. which 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, 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 organizes 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 "charge up" to be able to print. You may "charge up" 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 Office 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.
OUTSTANDING DEBT

You will not be allowed to enter the campus or to attend classes if you owe money to the University.

You will not be awarded a degree until all payments are paid to the University.

You may lose any place which has been reserved for you in University accommodation.

If you have not paid all outstanding tuition fees by the end of week 6 of the semester, you will be suspended from your programme of study.

If you are suspended from your programme of study, you will not be permitted to sit exams.

SCHOLARSHIPS

For information on the various student scholarships, including eligibility, please contact the Student Affairs Office.
## APPENDICES

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<td>12</td>
<td>COURSEWORK SUBMISSION AND FEEDBACK PROCEDURES – GUIDANCE &amp; FORM</td>
<td>68</td>
</tr>
</tbody>
</table>
1 BUE LIBRARY RULES

GENERAL

1. During the academic year 2015/2016 Library opening hours will be as follows: Sunday – Thursday: 9 - 4:15 PM.

2. With the exception of Group Study areas, where conversation relating to academic work is allowed, the Library is a quiet working environment in which talking and mobile phone conversations are not permitted. Mobile phones should be put into silent mode before entering the Library.

3. Eating, drinking and smoking are not permitted in the Library. Waste paper and other rubbish must be placed in the bins provided.

4. Library computers should be used only for academic work.

5. Books must not be removed from the Library unless they have been officially borrowed and stamped with a return date.

6. Readers should not attempt to re-shelve books but should leave them on a table after use for re-shelving by Library staff.

BORROWING AND RESERVING BOOKS

1. To register as a borrower from the Library, please go first, with your University ID card, to the Library Circulation Desk.

2. Students may have up to four books, including Short Loan (NB) books, on loan at any one time for a period of seven days each (except for books labelled NB). Loans may be renewed for a further seven days if the book is not required by another reader. Final year students are entitled to borrow up to 6 books. If you wish to renew the loan of a book you can access the Library catalogue through the Library website http://lib.bue.edu.eg

   If the book is already overdue or is reserved by someone else you will not be able to make a renewal and will have to return it to the Library, so make sure that you renew it at least one day before the deadline. During the period of renewal a book may be recalled at any time and must be returned within 2 days if another reader needs it.

   Books labelled NB may be borrowed on Short Loan from 2:00pm each day until 10:00am on the following day or 10.00am on Sunday if the book is borrowed on Thursday.

3. All books borrowed must be for the personal use of the borrower and must not be passed on to other students or staff.

4. If you reserve a book you must collect it within 2 working days after its return. After that it will be returned to the shelves and available for loan to other readers.

5. Readers will be charged the full cost of replacement or repair of lost or damaged books, plus a fee to cover the administrative costs incurred by the Library.

6. Fines will be charged for the late return of books unless the lateness is caused by illness or other reasons beyond the reader's control. Evidence of illness or other circumstances will normally be required at the time of return.
7. The level of fines charged will be displayed in the Library and on its website and may vary from time to time.

8. Books labelled REF and CDs may not be borrowed.

FINES AND OTHER PENALTIES WHICH MAY BE IMPOSED BY THE LIBRARIAN HAVE THE APPROVAL OF THE LIBRARY AND INFORMATION TECHNOLOGY ADVISORY GROUP AND SENATE AND ARE INTENDED TO ENSURE THAT ALL STUDENTS CAN BENEFIT FROM USE OF THE UNIVERSITY LIBRARY.

PENALTIES FOR LATE OR NON-RETURN OF BOOKS

The following penalty system will be applied for the late return or non-return of books borrowed from the Library:

- 4 LE per book for each overdue working day (i.e. Sunday-Thursday) during the first week after the return date stamped in the book.
- 6 LE per book for each overdue working day of the 2nd week after the return date.
- 8 LE per book for each overdue day of the 3rd week after the return date.
- 12 LE per book for each overdue day of the 4th week after the return date.
- Any book overdue for more than 4 weeks will be considered lost and its cost, plus 25% of the current price of the book (with a minimum of 20 LE) to cover the administrative overheads AND the previous overdue penalties will be added to the borrower’s fees due at the end of the semester (if not paid before then).
- To help ensure that no student disadvantages others by keeping books for long periods before examinations, penalty fees will be doubled for four weeks before University examinations and during the examination period.
- Penalties will also be doubled for the non-return of books that are recalled for the use of other readers.
- Penalties will be calculated at 5 LE per hour for the late return of Short Loan books (i.e. after 10.00am on the due date). This means that a book returned one hour late will incur a charge of 5 LE but the penalty for returning a book six hours late will be LE 30.
- Students will not be allowed to borrow further books from the Library while they have books overdue for return or unpaid fines.

If you have any queries about Library rules, procedures or penalties please do not hesitate to contact any member of the Library staff.
# Academic Appeal Form & Guidance Notes

## Academic Appeal Form

Before completing this form, you must read the Notes for Guidance on Academic Appeals in the Student Handbook available from the BUE home page: [www.bue.edu.eg](http://www.bue.edu.eg)

<table>
<thead>
<tr>
<th>Name</th>
<th>ID</th>
</tr>
</thead>
</table>

**Faculty (Please tick √ the appropriate box)**

- □ Business Admin, Economics & Political Science
- □ Engineering
- □ Informatics & Computer Science
- □ Nursing
- □ Pharmacy
- □ Dentistry
- □ Communication & Mass Media

**Programme**

- □ Business Administration
- □ Economics
- □ Political Science
- □ Architectural
- □ Electrical
- □ Mechanical
- □ Chemical
- □ Civil
- □ Petroleum
- □ Computer Networks
- □ Computer Science
- □ Information Systems
- □ Software Engineering

**Year of Programme**

- □ Prep
- □ One
- □ Two
- □ Three
- □ Four

**BUE email**

**Cell Phone**

**Semester**

- □ One
- □ Two
- □ Re-sit (SAP)

**Academic Year**

- 201…… / 201……

**Nature of the Appeal (Please tick √ the appropriate box)**

- □ Against a mark awarded for a module(s)
- □ Against the decision of a Dean/Faculty Academic Misconduct Committee to penalise you.

*Please do not submit separate forms for different modules, just give the module code(s) and name(s) in the box below:*

<table>
<thead>
<tr>
<th>Module code</th>
<th>Module name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Grounds for the Appeal** *(Please tick √ the appropriate box)*

<table>
<thead>
<tr>
<th>Grounds</th>
<th>□</th>
</tr>
</thead>
<tbody>
<tr>
<td>Procedural irregularity, prejudice or bias in the conduct of the assessment process.</td>
<td></td>
</tr>
<tr>
<td>Circumstances that have impaired your performance. Providing that these circumstances were not known by the Board of Examiners at the time it made its decision, that these circumstances can be substantiated, and that there is a valid reason for not notifying the Board of Examiners in advance in accordance with the relevant provisions of the Impaired Performance Procedure.</td>
<td></td>
</tr>
</tbody>
</table>

**Requests without documentary evidence or requests that question the academic judgement of the examiners will be rejected.**

**Appeal Case**

Please give a brief explanation of your appeal case below. Attach any supplementary sheets as necessary, or insert your *typed* sheets here. You should note that this information and any supporting evidence that you submit will be made available to the Academic Appeals Committee if the Registrar believes that there is a prima facie case for the appeal to be heard.

---

**Student Signature:** ___________________________ **Date:** ________________

---

For Quality and Validation office use ONLY

**Received by:** ___________________________ **Date:** ________________
Academic Appeals Guidance Notes

Deadline for making appeals - Consult the Academic Calendar on the BUE web site

The deadline for an appeal to be submitted is only normally 3 working days after the official results publication date, that is, 3 working days after the day that transcripts are published.
Appeals deadline dates will be emailed to all students near the end of each semester and notices will be posted during examination periods giving the dates. It is your responsibility to make sure you know what the deadlines are.

Appeals will not be accepted after the published deadline dates.

What can you appeal about?
This is called the nature of the appeal. You can appeal against:

- A decision of an examination board about your progression, that is, whether you are allowed to move into the next year of your programme.
- A decision of an examination board about your final degree award, that is, whether to award you a degree or not, and what classification you are awarded.
- A decision of a Dean or equivalent person to penalise you for cheating, academic misconduct or plagiarism.

What reasons can you have for an appeal?
This is called the grounds for the appeal. You must have a very strong justification for appealing. Appeals are heard only in exceptional cases. There are two possible grounds for an appeal:

- That the University has done something wrong or behaved incorrectly, for example that there was a page missing from your exam paper and so you could not answer all the questions, or that you were given incorrect and misleading information, or that the examiner treated you unfairly and differently from the other students, or that the University did not follow its own procedures in dealing with you; or
- That you were sick, or something else happened to you that meant you could not perform as well as you should have, and you had a very good reason for not informing the University about this before now.

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.
If you think your mark should be higher, speak to the professor in charge of the module first. If, after speaking to your professor, you are still not satisfied, and you think you can show that you have grounds for appealing, then you should make an appeal.
How do you make an appeal?

1. Take an appeal form from the Quality & Validation Office
2. Complete the form, taking special care to complete all sections. The section entitled ‘appeal case’ is very important. You must provide as much detail as you can about what has happened, such as dates, names and places, and set out the nature and grounds for your appeal. Remember that what you write will be looked at by a formal committee, so make sure you do not use frivolous or aggressive language. You want the committee to think you are serious and thoughtful, not bad-mannered and irresponsible.
3. Get documents to support your case and attach them to the appeal form. This could be things like a letter from a professor to explain something that happened, or a medical report. You are responsible for providing all the necessary information: do not assume someone else will do that for you. Think of it as being a little like a legal case – you must provide enough evidence for the appeals committee to understand everything about your case and make an informed decision.
4. Give the completed form, and all the supplementary documents, back to the Quality & Validation Office before the deadline.

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. This could be to ask the examiners to look again at your work, or to ask the Impaired Performance Panel to consider a claim from you.
- You should understand that even if your appeal is successful, you may not get the outcome you wanted. For example, your work could be marked again by two different professors, who may agree with the mark awarded originally.
- 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 Notification Form

**Before completing this form,**

1. **You must read the Notes for Guidance on Impaired Performance in the Student Handbook available from the BUE home page:** (www.bue.edu.eg)

2. **The Student Absence procedures should be used for absence due to sporting activities. IP forms relating to sports activities WILL BE REJECTED – See the Student Handbook for details.**

<table>
<thead>
<tr>
<th>Name</th>
<th>ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty</td>
<td>(Please tick ( \square ) the appropriate box)</td>
</tr>
<tr>
<td>☐ Business Admin, Economics &amp; Political Science</td>
<td>☐ Business Administration</td>
</tr>
<tr>
<td>☐ Economics</td>
<td>☐ Political Science</td>
</tr>
<tr>
<td>☐ Political Science</td>
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<td>☐ Engineering</td>
<td>☐ Architectural</td>
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<td>☐ Petroleum</td>
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<tr>
<td>☐ Informatics &amp; Computer Science</td>
<td>☐ Computer Networks</td>
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<td>☐ Computer Science</td>
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<td>☐ Information Systems</td>
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<td>☐ Software Engineering</td>
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<td>☐ Nursing</td>
<td>☐ Pharmacy</td>
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<th>☐ Prep</th>
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<th>☐ Two</th>
<th>☐ Three</th>
<th>☐ Four</th>
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<tr>
<th>BUE email</th>
<th>Cell Phone</th>
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<table>
<thead>
<tr>
<th>Semester</th>
<th>☐ One</th>
<th>☐ Two</th>
<th>☐ Re-sit (SAP)</th>
<th>Academic Year</th>
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<tbody>
<tr>
<td>201...... / 201......</td>
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</table>

**Module(s) Affected**

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Title</th>
<th>Name of assessment affected (e.g. class test, assignment; unseen exam... etc.)</th>
<th>Assessment Date (Verification by Module Leader)</th>
<th>Module Leaders Signature</th>
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</tbody>
</table>

**STATEMENT BY MODULE LEADER(S), PERSONAL TUTOR OR OTHER ACADEMIC STAFF**

I confirm that I have/have not been kept informed of circumstances which have affected the ability of this student to complete to the best of their ability the elements of assessment listed. **Note: All re-assessments will be set in the Summer Assessment Period.**
(NO make ups or extended deadlines for late submissions) The following sections MUST be completed

**Describe how your performance was affected** [e.g. you attended an exam but felt ill during the exam; or you missed an exam].

**What are the grounds of your claim?** [e.g. illness; transport problems, which must be supported by independent evidence: see the Guidance Notes]

---

**STUDENT STATEMENT**

The information I have provided, including any attached statements, is true and complete.

Signature: ___________________________ Date: ___________________________

Please return to the Senior Assistant Registrar in your Faculty before the deadline

Received by: ___________________________ Date: ___________________________
Medical Certificate

<table>
<thead>
<tr>
<th>Student Name:</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Student Number:</td>
<td></td>
</tr>
</tbody>
</table>

BUE physician to complete either Part A or Part B below.

### Part A
- I examined the above student on ………/……/……….
- The student presented the following symptoms:
- I prescribed the following treatment:
- In my opinion the student should be absent from BUE from ………/……/……… to ………/……/………, inclusive.

### Part B
- The student brought the attached medical certificate to the clinic on ………/……/……….
- The medical certificate indicates that, on ………/……/………, the student was suffering from:
- The medical certificate prescribes the following treatment:
- The medical certificate recommends that the student be absent from BUE from ………/……/……… to ………/……/………
- At the time of presenting the medical certificate to the BUE clinic, was the student still suffering from the above? Yes / No  (please circle)
- BUE physician’s recommendation on sick leave:

Doctor’s Signature
and BUE stamp
Impaired Performance: Guidance Notes 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’.

This Guide gives you advice about:

- What is an eligible IP claim?
- Ineligible IP claims
- What should I do?
- Medical Certificates
- How do I make a claim?
- How will my claim be processed?
- What are the possible outcomes of my claim?
- Sporting/Cultural activities
- What to do if I have a long-term illness or disability

It is to be expected that in the normal course of life a student will experience occasional illness and perhaps other problems or events that coincide with the completion of coursework assignments or preparation for written examinations. It is essential to recognise that these are part of the everyday frustrations of life and that it is normal to have to manage these while continuing with work or study. Such circumstances do not in themselves excuse failure or a poor performance and do not automatically provide grounds for an impaired performance claim.

Students are expected to take responsibility for their own personal organisation, including managing their learning, coursework assignments and revision, in a way which anticipates that events will not always run smoothly. The University will, however, take account of exceptional serious and acute problems or events that affect a student’s performance in assessments, and which a student draws to its attention in a claim for impaired performance.
What is an eligible IP claim?
The following types of impaired performance claim normally are eligible for consideration:

- Claims referring to a serious or significant medical condition or illness (to include both physical and mental health problems);

- Claims referring to exceptional personal circumstances (e.g. serious illness or death of an immediate family member or close friend, including participation in funeral and associated rites; being a victim of crime);

- Claims referring to exceptional travel circumstances beyond a student’s or his/her family’s control which prevented a student from attending an examination or other scheduled assessment.

Ineligible IP claims

The following types of Impaired Performance claims are NOT normally accepted:

- Incomplete claims and claims made after the published deadline for their receipt.

- Claims without independent supporting evidence.

- Claims relating to absence for sporting or cultural activities – see below

- Claims which do not state clearly how a student’s performance in an assessment has been affected.

- Claims where a student’s circumstances have already been fully catered for by the granting of a coursework extension or the setting of another assessment.

- Claims where the problem is caused by English being a student’s second language.

- Claims arising from poor time management or personal organisation (for example: failure to plan for foreseeable last-minute emergencies such as computer crashes, printing problems or travel problems resulting in late submission of coursework; misreading the examination timetable).

- Claims referring to circumstances within a student’s control (e.g. a family wedding or holiday; paid employment; getting a cheaper flight; choosing to miss an assessment or coursework deadline for something considered more important). In these cases the Student Absence procedure should be used.

- Claims referring to minor ailments such as colds/fever, headaches, stomach upsets, etc., except where medical evidence confirms the ailment made it impossible for a student to sit an examination or other scheduled assessment.

- Claims referring to a long term illness or disability, where special arrangements have already been made for a student’s assessments (or where such arrangements could have been made if the University had been made aware of the problem at the proper time)
except where these arrangements prove inadequate on the day because of unforeseen circumstances. [see also below]

It is not possible to specify all conditions which may or may not constitute a valid claim, and the above are examples only.

What should I do?

It is important that you keep your Module Leaders fully informed of any difficulties at the time at which they occur. With early warning of a problem it may be possible for Departments to provide support which will make impaired performance claims unnecessary. If you make an Impaired Performance claim, you must use the relevant form (see below) and you must also provide independent supporting evidence such as a medical certificate; a copy of a death certificate; a police report; etc. Claims without such evidence normally will not be considered.

Medical Certificates

The University will only accept medical certificates in support of an IP claim if:-

- they are written or translated in English and addressed to the BUE;
- they are from a hospital or clinic approved by the Ministry of Health such as those listed below (for the Cairo area), or from a private physician;
- they are stamped by the hospital/clinic or physician.
- they are accompanied by a medical certificate from the BUE clinic – see below.

Recommended and Approved Hospitals/Clinics in Cairo. The list is not exhaustive and other Hospitals can be approved at the discretion of the BUE

<table>
<thead>
<tr>
<th>Hospital</th>
<th>Area</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUE Clinic</td>
<td>BUE - Shorouk</td>
<td>Ext 1911-1912</td>
</tr>
<tr>
<td>Agouza Hospital</td>
<td>Agouza</td>
<td>3346 2004</td>
</tr>
<tr>
<td>Ain Shams Specialized Hospital</td>
<td>Heliopolis</td>
<td>2685 3116 **</td>
</tr>
<tr>
<td>Al Salam Hospital</td>
<td>Mohandesseen</td>
<td>3303 0502</td>
</tr>
<tr>
<td>Al Salam International Hospital</td>
<td>Maadi</td>
<td>19885</td>
</tr>
<tr>
<td>Anglo American Hospital</td>
<td>Zamalek</td>
<td>2735 6162</td>
</tr>
<tr>
<td>Arab Contractors Medical Center</td>
<td>Nasr City</td>
<td>2342 6000</td>
</tr>
<tr>
<td>Cleopatra</td>
<td>Heliopolis</td>
<td>2414 3931</td>
</tr>
<tr>
<td>Coptic</td>
<td>Ramses</td>
<td>2589 9867</td>
</tr>
<tr>
<td>Damascus</td>
<td>Mohandesseen</td>
<td>3347 0194</td>
</tr>
<tr>
<td>Dar El Fouad</td>
<td>6th of October</td>
<td>3835 6040</td>
</tr>
<tr>
<td>Dar El Shefaa</td>
<td>Abbassia</td>
<td>2487 0813</td>
</tr>
<tr>
<td>Egypt air</td>
<td>Heliopolis</td>
<td>2290 7594</td>
</tr>
<tr>
<td>El Kasr El Eini Teaching Hospital</td>
<td>Garden City</td>
<td>2365 4061 **</td>
</tr>
<tr>
<td>El Nile Badrawi Hospital</td>
<td>Maadi</td>
<td>2524 2446</td>
</tr>
<tr>
<td>El Nozha International</td>
<td>Heliopolis</td>
<td>2266 0555</td>
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<td>El Safa</td>
<td>Mohandesseen</td>
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<tr>
<td>El Sherouk</td>
<td>Mohandesseen</td>
<td>3304 4901</td>
</tr>
<tr>
<td>Ibn Sina</td>
<td>Dokki</td>
<td>3760 1316</td>
</tr>
<tr>
<td>International Medical Center</td>
<td>Ismailia</td>
<td>2477 5902</td>
</tr>
</tbody>
</table>
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.

**How do I make a claim?**

You claim in each Semester for any affected assessments held in that Semester using an Impaired Performance Claim form, available on-line in the Student Handbook or from the Q&V web pages.

Complete the form after the due dates of the assessments about which you wish to claim, and submit it by the published deadline. The deadline is normally 2 days after the end of the final examination period for each semester.

Follow carefully the instructions for completion given on the form. If any information is missing from the form your claim may not be considered.

**Return the completed form and independent supporting evidence to the Senior Assistant Registrar in your faculty by the deadline.** Remember that it is your responsibility to ensure that your independent supporting evidence is provided on time.

If you are discovered to have made a fraudulent impaired performance claim or to have fabricated or falsified your independent supporting evidence, you may be subject to the University’s disciplinary procedures.

**How will my claim be processed?**

Your claim will be dealt with by the University in confidence as far as possible, taking into account the need for appropriate staff to consider the circumstances described. Concerns relating to confidentiality will not normally be taken to constitute good cause for not submitting a timely IP claim.

In accordance with the Examination and Assessment Regulations, the University Registrar or delegated persons reviews all IP claims to establish if a prima facia case exists for a claim. Ineligible IP claims (see above) will be dismissed.

If you have made a prima facia case for a claim, it will be considered by your Faculty’s Impaired Performance Panel, whose task is to consider all the claims received and recommend appropriate courses of action to the relevant Examination Board, all in accordance with set University guidelines. The Examination Board will make the final decision on your claim, also in accordance with the University’s guidelines. This
procedure is designed to ensure consistency of treatment for all students on a degree programme, irrespective of the individual modules about which they are claiming.

Examination Boards meet at the end of each semester.

**What are the possible outcomes of my claim?**

When making its decision on each individual claim, the relevant Examination Board will take into account both the content of the claim and your performance in other assessments, both impaired and unimpaired. It is important to note therefore that a decision on a particular claim cannot be predicted in advance, and that it may be the case that two apparently similar claims result in different outcomes.

The Board will reject any claims which do not meet the criteria for eligibility.

In cases where the evidence available to the Board leads it to conclude that a student’s performance has not been impaired, no further action will be taken.

In cases where the evidence available to the Board leads it to conclude that a student’s performance has been impaired, the range of remedies available to it includes:

- The opportunity to take a missed assessment, or to re-take a severely impaired assessment, at a future date (normally in the Re-sit Period, but in the following academic year if more appropriate to the student’s individual circumstances).

- A minor upward adjustment to the mark achieved in the assessment relating to the IP claim.

- The insertion of a mark where a zero had been recorded in the first instance because the work was received after the published deadline.

- The insertion of a mark derived from an alternative assessment where the original assessment was not completed.

While these are the remedies which a Board will normally employ, it may decide that other appropriate remedies are in a student’s best interests, given their individual circumstances.

**What to do if I have a long-term illness or 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. You should speak to your Module Leader(s) as soon as possible at the start of the Semester and make sure they are aware of all the necessary facts. You should then apply in writing to the Quality and Validation Office
Office, with supporting evidence. Q & V will send your details to the University’s Diversity and Equal Opportunities Officer (DEOO), who may ask to see you. The DEOO will then decide if you would be eligible for any special arrangements, and will inform Q & V. The Q & V Office will inform your Faculty of any special provisions that they should make for you.

4 SPORTING / CULTURAL ACTIVITIES

- If you have exceptional personal commitments such as sporting or cultural activities at the level of representing your Country or BUE which are likely to impact upon your assessments, you should complete a Student Absence Form and consult your Module Leader(s) for advice well in advance. You should not submit an impaired performance claim. Such commitments should be dealt with outside the Impaired Performance procedure. See the Guidelines on Student Absence for details.

- If you request absence for sporting or other commitments you should notify your Module Leaders before you go away. If you miss a test, e.g. a mid-term or a deadline, e.g. for submission of an assessment, and the absence was approved, students will be required to take any missed assessments at the next available opportunity: this will be in the summer reassessment period.

Note: permission to be absent is not automatic and not all requests for absence will be authorised. See the Guidelines on Student Absence.
### Student Absence Form & Guidance Notes

#### Students should:

1. Read and comply with the Guidelines on Student Absence.
2. Complete Parts A, B, C, D and F(1) – (4) below and attach copies of supporting documents.
3. Ask Student Activities to authorise Part E if the absence is for sporting or cultural activities.
4. Ask Module Leaders to complete and sign Part F i. & ii.
5. Give the completed form to the Head of Department to authorise Part G.
6. Collect the authorised form from the Head of Department’s Office and give a copy to each Module Leader.

---

#### Part A: Student

<table>
<thead>
<tr>
<th>Name:</th>
<th>Student I.D.:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty:</td>
<td>Cell phone:</td>
</tr>
<tr>
<td>Programme:</td>
<td>Year:</td>
</tr>
<tr>
<td>BUE email:</td>
<td></td>
</tr>
</tbody>
</table>

#### Part B: PERIOD OF ABSENCE

<table>
<thead>
<tr>
<th>Date from (inclusive)</th>
<th>Date to (inclusive)</th>
<th>No. of Absence Days</th>
</tr>
</thead>
</table>

#### Part C: REASON FOR ABSENCE

---

#### Part D: SUPPORTING DOCUMENTS   List in box and attach copies

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#### Part E: AUTHORIZATION BY STUDENT ACTIVITIES FOR NATIONAL/UNIVERSITY SPORTING/CULTURAL ACTIVITIES

<table>
<thead>
<tr>
<th>Name of Sports Coach/Event Organiser</th>
<th>Signature</th>
<th>Date</th>
</tr>
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</table>
Part F: MODULES/ACTIVITIES TO BE MISSED Complete boxes (1) to (4) for each module where classes and/or activities will be missed. Continue on a separate sheet if more than four modules.

<table>
<thead>
<tr>
<th>(1) Module Code and Title</th>
<th>(2) Name of Module Leader</th>
<th>Signature of Module Leader</th>
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<tbody>
<tr>
<td>(3) Class / other activity (schedule of dates &amp; times)</td>
<td>i. Work required</td>
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<td>(4) Assessment (e.g. mid-term/exam/coursework )</td>
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Part G: AUTHORISATION BY HEAD OF DEPARTMENT Tick & sign as appropriate

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<tr>
<td>REFUSED □</td>
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If refused, Module Leaders to be informed by Department Administrator □ Date
GUIDELINES ON STUDENT ABSENCE

Students are required to:

- Register for programmes and modules at the start of each academic year
- Be engaged full-time on their studies for the full period of each Semester, or other such periods as stated in the regulations for particular programmes
- Attend all formally scheduled sessions for each module for which they are registered.
- Undertake a significant amount of independent study and learning. This is usually double the amount of contact time per module, i.e. one-third contact time and two-thirds independent study per week.
- Seek formal approval for absence from the University.

To assist student learning, teaching staff are available during their scheduled office hours or by appointment, for support.

Leave of Absence

Notwithstanding the student attendance requirements, occasionally students might wish to be absent from the University for short periods. These guidelines describe the procedures for students who want to seek approval for limited absence (up to 15 working days) from classes and/or for missing coursework assessments or deadlines.

Students who wish to be absent for more than 15 working days should read the Leave of Absence Regulations in the GAR and consult their Head of Department in the first instance.

Authorised absence does not excuse students from studying, and any missed assessments must be taken at the next available opportunity: this will be in the summer reassessment period.

The University will do all it can to support students who participate in sports and cultural activities or who are unavoidably absent from classes and/or assessments (e.g. due to illness). Note: Any re-assessments will occur during the Summer Assessment Period. However, students make a conscious choice to pursue other interest and sometimes University staff will decide that it would be detrimental to a student’s academic performance/standing to allow a student to be absent. Consequently, not all requests for absence will be authorised.

If students choose to miss classes and/or assessments where their absence has not been authorised, they shall be awarded zero for any missed assessments (and the attempt shall count as one of their limited number of assessment opportunities), or they may be penalised, e.g. in accordance with the University’s attendance policy.
Types of Absence

A: Absence to attend Sporting and Cultural Activities

It is University policy that students should be given limited leave of absence to represent their country or the BUE in approved sporting and cultural activities, unless their Head of Department does not authorise the absence on academic grounds. Absence for training will not be authorised.

Notwithstanding the above, permission to miss an end-of-module unseen written examination will be given only in exceptional circumstances (e.g. to represent one’s country – training for and representing one’s club is not considered an exceptional circumstance): where approved, the ‘missed’ attempt at the unseen exam will be discounted and the student will be required to take the unseen exam at the next available opportunity: this will be in the summer reassessment period for those who miss unseen exams at the end of Semester 1 or 2; and at the end of the relevant Semester in the following academic year for those who are given permission to miss unseen exams in the summer reassessment period – students in the latter category should note that they would be required to repeat the year rather than progress, as no trailing of modules is permitted.

Students should not submit Impaired Performance (IP) claims in regard to sporting or cultural activities: Impaired Performance claims relating to sporting or cultural activities will be rejected in accordance with the University’s IP policy.

B: Absence to travel to renew residency visa

As far as possible students should arrange visa renewal and travel dates around their examination commitments. If necessary students should be given limited leave of absence to travel to renew their residency permits when their parents live and work abroad, except where this clashes with end-of-module unseen written examinations or where the Head of Department does not authorise the absence on academic grounds. Missing an unseen written exam on account of visa renewal will not be accepted and students will be awarded zero for any such missed exam.

C: Absence from assessments for reasons other than A and B above

Students who miss assessments, including class tests, or who miss an assignment deadline on account of illness or other unforeseen circumstances (but not those in A or B above), should use the Impaired Performance procedures – see the Student Handbook for further details.
**D: Absence from classes for reasons other than A or B above**

Students who are absent from classes on account of illness or other unforeseen circumstances (but not those A or B above) should follow the procedures outlined below; they should not use the Impaired Performance procedures. **Impaired Performance claims in regard to absence from classes will be rejected in accordance with the University’s IP Policy.**

The procedure for seeking approved absence and for making alternative arrangements for students in categories in A, B and D above is outlined below.

**Procedures for Students**

1. Students seeking approved absence should complete a Student Absence Form (obtainable in the Student Handbook, from Faculty Administration Offices or Student Activities or on-line from the Q&V web-site) and attach supporting documentation.

2. Where absence is requested due to sporting or cultural activities, students should take the Form to Student Activities. Student Activities will obtain the signature of the relevant sports coach or event organiser to confirm that students have been selected to represent either their Country or BUE in sporting or cultural events, with dates. Student Activities will sign and stamp the Form.

3. Students are responsible for collecting the signed and stamped form from Student Activities.

4. Students should take the Form (signed by Student Activities, where appropriate, and the Module Leader) to their Head of Department for approval (or to the Departmental Office in the case of English Modules, for approval by the Head of English).

5. Students **must** ensure the Form is stamped, signed and approved as appropriate before they begin their period of absence from the University.

6. Students are responsible for giving a copy of the Form, duly authorised by the Head of Department, to each of the Module Leader(s) and the Faculty/Department Administrator.

7. Students (and their Module Leader(s)) will be informed, in writing, by the Departmental Administrator, where the Head of Department does **not** authorise a student’s absence.

8. Faculty/Department Administrators are responsible for keeping a copy of all Absence Forms (approved and not approved) for record purposes.
6 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 that is considered to be Academic Misconduct. You will be reported to the Academic Misconduct Committee, which may decide to discipline you, for example by giving you a mark of zero in an assessment, or in a whole module.

Conduct of Students in Examinations

You must comply with the regulations below. Failure to do so will be regarded as academic misconduct. Any student committing an act that could obtain for him/her or another student an unfair or improper advantage in an assessment shall be regarded as misconduct.

1. You must find out which seat number you will occupy before you enter the Examination Hall. This information can be found on your personalised timetable. Also lists will be posted thirty minutes before each examination outside the exam venues.

2. You must not enter the Examination Hall until told you may do so by the Senior Invigilator. You will normally be allowed to enter the hall between five and ten minutes before the start of the examination. Once inside the Hall you must not speak to any other student.

3. You must leave all bags, coats, and other personal belongings at the front of the hall. You may only take the things you need for the exam to your seat.

4. You are not allowed to take your mobile phone into the exam venue, lockers will be provided near the exam venue.

5. If your mobile phone is found with you (even if it is switched off), then it will be reported as an academic misconduct.

6. You are allowed to use only the equipment indicated on the examination paper and you must complete the examination stationary before the examination begins.

7. You must not take a pencil case or other bag to the desk unless it is made of a transparent material.

8. All seats will be numbered. You must sit in the seat designated to you, and your University identity card must be clearly visible on your desk.
9. You will not be allowed to enter the Examination Hall later than thirty minutes after the start of the examination.

10. You will not be allowed to leave the Examination Hall neither until thirty minutes after the start of the examination, nor during the last fifteen minutes of the examination, except in exceptional circumstances and with the permission of the Senior Invigilator.

11. If you wish to leave the Examination Hall temporarily, you must raise your hand and wait to be accompanied by an invigilator.

12. If you leave the Examination Hall without being accompanied by an invigilator, you will not be allowed back in to the examination.

13. You must not communicate with any other student in an Examination Hall, before, during or at the end of the examination on any matter or in any way whatsoever. You are not allowed to share any stationery with any other student unless permitted by the Senior Invigilator, if appropriate.

14. You must comply with any request made to you by an invigilator.

15. All answers and rough work must be completed on the stationery provided and written legibly.

16. When the Senior Invigilator announces the end of the examination you must:
   - Stop writing immediately
   - Remain seated in silence until permitted to leave the Examination Hall by the Senior Invigilator.

Rules for other assessments (essays, practicals etc.)

Dissertations, projects, essays and similar assessments must be written in your own words. If you use quotations from published and unpublished sources, you must clearly indicate that they are quotations, and reference them properly. The same applies to any map, photograph, illustration, or diagram. You must indicate clearly the source(s), whether published or unpublished, of any material not resulting from your own experimentation, observation or specimen collecting, including observational data. If you do not do this, it is considered to be plagiarism.

Submission of assessed coursework (for example, an essay, dissertation or project) are made either
   (a) via eLearning,
   (b) a hard copy via agreed Departmental/Faculty procedures, or
   (c) via Turnitin.

The Module of submission will be specified by the Module Leader. All final year projects must be submitted via Turnitin.
All assessed coursework must be submitted with a copy of the Coursework Submission Form and Statement of Academic Honesty Form, available in the Appendices and on each module’s eLearning site. On that form you will sign a statement in Section C to say that the work is your own.

You are advised that your work may be subjected to electronic and other checks aimed at detecting plagiarism.

Dissertations and similar pieces of work are not returnable to students. You should therefore keep a copy for your own purposes.

Dissertations, projects, essays, and similar assessments must be submitted by the specified deadlines. If you wish to request an extension to a deadline, you must make an Impaired Performance claim.

If you are asking for an extension of more than seven working days, you must make an Impaired Performance claim.

If you miss a class test, laboratory test, or other practical assessment, you will not be offered another sitting (a ‘make-up’). If you have good reason for missing the test, you must make an Impaired Performance claim.

You will receive a completed Coursework Feedback Form from the academic staff responsible for the assessment of the coursework you have submitted. This will help you to identify areas that you need to develop in future pieces of work.

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.
As far as possible, examinations will be set and marked to avoid giving advantage to students who possess one type of calculator rather than another.

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 paper states that it is allowed.

7 Marking Equivalency & Conversion Table

<table>
<thead>
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<th>Egyptian Standing</th>
<th>British Mark (%)</th>
<th>Egyptian Mark (%)</th>
<th>Letter Grade</th>
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8 STUDENT COMPLAINTS PROCEDURE

1. 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.

2. Informal Resolution

2.1 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.

2.2 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.

2.3 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.

3. Formal Resolution

3.1 A student or group of students wishing to make a formal complaint should do so in writing to the 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.

4. Criteria for Complaints

4.1 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 effect 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 effect on a student’s academic performance; and

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

4.2 The 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 Registrar shall, as soon as possible, convene a meeting of the University Complaints Committee to hear the complaint.

4.3 Where a complaint is against the Registrar, the matter shall be considered by the Vice-President and the Registrar shall play no further part in the proceedings in his/her capacity as secretary to the University Complaints Committee.

5. 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 Registrar to serve on any hearing.

The 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 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.
9 Repeat Modules: Notes for Guidance

- You are responsible for finding out what the failed assessments are and when their deadlines are.

- You will NOT be allowed to re-sit an exam which you have already passed even if it is on your exam schedule.

- Repeat Students: You MUST take re-sits in any trailing modules, i.e. modules failed in a previous year and carried forward to the current year, unless you have already passed the exams.

- Students who do not pass modules in one programme year and who have a further opportunity of assessment in a module shall be permitted to repeat the programme year and be reassessed in the module(s) in question in the next academic year.

- Students who are permitted to repeat a programme year in order to take modules from that programme year and who pass those modules within their permitted number of attempts shall be eligible to progress to the next programme year in the following academic year.

All students note: You will be expected to take the reassessment at the next available opportunity. You cannot choose when to take a reassessment. If you do not submit required coursework, or do not attend the exam, you will be awarded a mark of zero, and you will lose one chance at the module.

The normal pattern of assessment and reassessment is:

1st Attempt at the end of Semester 1/2 (depends which semester the module is taught)
2nd Attempt Summer Assessment Period
3rd Attempt at the end of Semester 1/2 (depends which semester the module is taught)
4th Attempt Summer Assessment Period (A 4th attempt is available only for Preparatory Year modules.)
# 10 On-line Registration

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 Services in Room 305 - ground floor - 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. Take the completed/signed form(s) to the Q & V office.

6. Please note that you will not be allowed to change optional module(s) and/or programme specialty after the second week of teaching, i.e. after 7 October 2014 (or after 21 February 2015 for Semester 2 optional modules).

**Business Department Students (Years 2 and 3 after Prep)**

Information about optional modules is available in the Module Specifications on e-learning. Also, you can refer to Module Leaders for advice concerning their modules or go to the Teaching & Learning Team for advice.

**Economics Students**

You can refer to the Teaching & Learning Team for advice.

**Political Science Students**

You can refer to the Teaching & Learning Co-ordinator or the Head of Department for advice.
**Engineering Students Years 1 and 4 after Prep**

**Engineering year 1 students:**
You are required to select your programme of study. If you have already submitted the faculty Major declaration form distributed by the end of semester 2 in 2014/15 you are still required to select your programme of study online. In case you did not fill in the referred form you should do that in order to select a first and a second choice (The form is available at the Dean’s Office and should be submitted there). The second choice will be used in case you do not qualify for the preferred programme and/or if the maximum allowed number for that programme is exceeded. In that case those who have already filled the Major declaration forms will have priority for joining their preferred programme and those who did not will be granted their second choice.

**Engineering year 4 students:**
You should consult with your research project supervisor in order to agree on the required optional module for your research topic. You can acquire all necessary information about offered modules from your relevant Departmental Office.

**ICS Students Year 2 after Prep**
You will be required to select your programme specialty before the start of Semester 2 of Year 2 after Prep. Details and guidance will be provided by the Faculty during Semester 1.
11 Modules Registration Step-by-Step

Prep Year Students:

Prep year students go to the Q&V office to collect their Registration Card. Then go to Room 305 Bldg. (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 Student ID & Password following this link: - http://srs.bue.edu.eg/bue/default.aspx

In the following screen make sure to:

1. Choose category “Student”
2. Enter your ID number
3. Enter your Password

Now click 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 2011-2012, Semester 1 as shown below:

```
Study Time Table
  2013-2014
  2014-2015
  Semester 1
```

Now you should see your study timetable

5. If you receive the following massage

```
No Group to Student in this Study Year
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Then you need to go to Bldg. (E), first floor, room 104.

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.
12 COURSEWORK SUBMISSION AND FEEDBACK PROCEDURES – GUIDANCE AND FORM

1.0 Informing students of coursework submission and feedback procedures

1.1 Senate has approved revised coursework submission and feedback forms to be used by all students for all assessed coursework starting in September 2011:
   i. Coursework Submission and Statement of Academic Honesty Form
   ii. Coursework Feedback Form

1.2 All programme teams must announce to students the revised procedures for submission of assessed coursework and provision of feedback. This must include where students can access the revised forms. Forms can be accessed via:
   i. The University Student Handbook
   ii. The BUE Website http://www.bue.edu.eg/

2.0 Submission of assessed coursework

2.1 Programme teams should determine how they require students to submit assessed coursework, either (a) via eLearning, (b) a hard copy via agreed Departmental/Faculty procedures, or (c) via Turnitin.

2.2 Prior to submission of any assessed coursework, Module Leaders should ensure that key assessment concepts are understood by students and specifically:
   i. the agreed submission procedure for the module;
   ii. the assessment strategy of the module including assessment criteria;
   iii. submission deadlines;
   iv. the requirement that a Coursework Submission and Statement of Academic Honesty Form is completed for all pieces of assessed coursework;
   v. the location of the Coursework Submission and Statement of Academic Honesty Form;
   vi. the concepts listed in the Statement of Academic Honesty on the Coursework Submission and Statement of Academic Honesty Form;
   vii. The requirement for all students to retain a receipt of submission for all assessed coursework.

2.3 Submission via eLearning:
   i. Students should complete the Coursework Submission and Statement of Academic Honesty Form electronically and submit it with their assessment via eLearning.
   ii. The email confirmation they receive on successful submission will act as the student’s receipt of submission.
2.4 Submission of a hard copy via agreed departmental/faculty procedures:
i. Students should submit all coursework assessments with a copy of the **Coursework Submission and Statement of Academic Honesty Form**.
ii. Students should print and complete 2 copies of the form – 1 for the Department/Module Leader and 1 for themselves.
iii. Students must complete Section A, B and C.
iv. Section D should be completed by the Department.
v. A copy should be retained by the Department and a copy should be kept by the student as a receipt of submission.

2.5 Submission via Turnitin:
i. Students should submit the coursework assessment using Turnitin.
ii. Students should print and complete 2 copies of the **Coursework Submission and Statement of Academic Honesty Form** – 1 for the Department/Module Leader and 1 for themselves.
iii. Students must complete Section A, B and C.
iv. Section D should be completed by the Department.
v. A copy should be retained by the Department and a copy should be kept by the student as a receipt of submission.

3.0 Feedback on assessed coursework

3.1 Programme teams must ensure they have a defined strategy for providing effective feedback to students in a timely manner. A key part of this strategy, and a minimum University requirement, is the provision of Feedback using the approved University’s **Coursework Feedback Form**.

3.2 Using the **Coursework Feedback Form**:

**Completion of the form**

i. The form is available on the BUE Website and also in the Student Handbook.

**Grades**

iii. Tutors may enter a provisional grade, but not the actual mark.

iv. Tutors must ensure that students understand that the grade is *provisional* and is subject to review by the Subject Advisor and External Examiner and may be reduced or increased before final approval by the Programme Examination Board.

**Focus of the feedback**

v. Tutors should provide specific feedback and guidance to students on (a) aspects that were effective, (b) aspects that require further development, and (c) advice on how the student can improve their work.
Timescales and record keeping

vi. A completed copy of the form should be returned to the student normally within 15 working days of the deadline for submission, or of the actual date of submission, whichever is the later.

vii. A copy of the form should be kept by the Module Leader and Department.
## British University in Egypt

**Coursework Submission and Statement of Academic Honesty Form**

All assessed coursework must be submitted on or before the due date.

Students are required to complete 2 copies of the Coursework Submission and Statement of Academic Honesty Form. 1 copy must be kept by the student as evidence of submission and compliance with University Regulations. Students must also keep a copy of their coursework assessment. 1 copy of the form should be submitted and kept by the Module Leader/Department.

Students should complete Section A, B and C. Section D should be completed by the Department. The Assessment Brief will specify the mode of submission. This will be either (a) via eLearning, (b) a hard copy via agreed Departmental/Faculty procedures, or (c) via Turnitin.

### SECTION A: YOUR DETAILS

*To be completed by the student*

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### SECTION B: ASSESSMENT DETAILS

*To be completed by the student*

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### SECTION C: STATEMENT OF ACADEMIC HONESTY

*To be completed by the student*

By submitting this work for assessment you are confirming that you have read and understood the University’s policy on plagiarism and collusion and that the attached work is your own.

For full details of the University’s policy see: [http://www.bue.edu.eg/pdfs/Examination%20&%20Assessment%20Regs%202010-11.pdf](http://www.bue.edu.eg/pdfs/Examination%20&%20Assessment%20Regs%202010-11.pdf)

(i) I confirm that this is my own work and that use of material from other sources, including the Internet, has been properly and fully acknowledged and referenced.

(ii) I confirm that this work has not been submitted either partly or wholly for any other assessment.

(iii) I confirm that this work has been created exclusively by me and that I have not been assisted, nor have copied part or all of somebody else’s work, either with their explicit approval or without their knowledge or consent.

(iv) I confirm that I have read a copy of the current University Regulations on coursework and academic honesty, including plagiarism, and that I fully understand the meaning of these terms.

(v) I confirm that this piece of work conforms to the University’s Regulations regarding academic honesty.

(vi) I confirm that the information I have given is correct to the best of my knowledge.

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If this form is submitted electronically please type your name

### SECTION D: CONFIRMATION OF SUBMISSION

*To be completed by BUE staff member*

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**Quality & Validation Office**

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**STUDENT HANDBOOK 2015 - 2016**
Closing Statement:

You should always refer to the relevant sections of the University Regulations which can be accessed on-line from the University home webpage:

- General Academic Regulations (GAR)
- Academic Regulations for the Egyptian (Non-UK Validated) Degrees

Have you found the information in this handbook helpful? Is there something else you think we should include? Let us know what you think so that we can improve the handbook for next year's new students.

Please email your comments to:

Dr. Carol Porter
Head of Quality and Validation
Carol.Porter@bue.edu.eg

OR

Mr. Assem Elsayad
Assistant Head of Quality and Validation
assem.elsyad@bue.edu.eg