The British University in Egypt

PG Academic Regulations 2024

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The
**BRITISH
UNIVERSITY
IN EGYPT**

Contents

1. Introduction

1.1. These Regulations and Procedures apply to all students on programmes offered by the British University in Egypt (BUE) that lead to Postgraduate (PG) Masters awards (Annex A).

1.2. These regulations apply to all PG students who enrol on the BUE and/or UK Dual Degrees. In the event of any discrepancy between the regulations outlined in this document and those established within the bylaws approved by the Supreme Council for Universities, the latter shall take precedence. It is the student's responsibility to read and abide by the rules and regulations of their study programme.

1.3. These Regulations operate within the regulatory framework of Egypt, as stipulated by the Egyptian Supreme Council of Universities (SU). A student who completes successfully those programmes validated by a UK University, in accordance with the relevant regulations is granted two degrees, with two award classifications and two award certificates and transcripts. Students must meet the relevant regulations for both the UK and Egyptian awards to qualify for their degree.

1.4. The Egyptian award and classification are determined in accordance with Section 11 and the Egyptian award certificate and online transcript are issued by BUE. Marks are converted in accordance with Section 11 to their UK equivalent for the purposes of calculating the UK award in dual degree programmes. The UK award certificate and transcript are issued separately by the UK validating institution.

1.5. The Postgraduate Academic Regulations were approved by The British University in Egypt (BUE)'s University Research and Postgraduate Studies Committee and University Council in 24/04/2024. They take effect from the beginning of 2024/2025.

1.6. The University has the right to amend, update, add, and remove any section of these Academic Regulations to ensure that they are aligned with the requirements of the Supreme Council of Universities, the Ministry of Higher Education, and the University's UK validating partners.

1.7. These Academic Regulations are reviewed by University Council every two academic years, and any change must receive University Council approval.

1.8. These Academic Regulations assure the academic integrity, fairness, transparency, quality, and standards of all postgraduate programmes and awards, including UK and non-UK validated programmes.

1.9. The language of instruction and assessment for all modules is English. Exemptions require University Council approval and are outlined in Programme Specifications.

1.10. Exemptions to teach students on the UK degree track in any other language but English requires approval by the relevant UK validating partner.

1.11. These Academic Regulations, and associated policies, procedures and guidelines related to each section of the Academic Regulations, are published on the University's website.

2. Admissions and Registration

Admissions

2.1. Students who are not holders of a BUE Undergraduate Degree need to submit an acceptable English test score. For Egyptian degrees, the English test score is determined by the programme bylaws and/or the University Research and Postgraduate Studies Committee. For dual degree programmes, the English entry level is determined by the UK validating partners and is approved by the University Research and Postgraduate Studies Committee.

2.2. Students are required to hold a bachelor's degree in a relevant subject and meet other programme specific requirements as set by the postgraduate programme bylaws (Annex B).

2.3. Foreign students must provide evidence that they have been granted permission to stay in Egypt for a minimum of two years.

2.4. Students may be required to successfully complete pre-qualifying level modules to join a PG programme (Annex B). These credit hours must be completed before registration on higher level modules. Modules and credit hours will be recorded on the transcript but will not count towards the award.

Registration

2.5. The maximum registration (study) period of PG Masters' programmes is determined by the PG programme bylaws (Annex C).

2.6. The minimum registration (study) period for a student to graduate is determined by the PG programme bylaws (Annex C).

2.7. While undertaking the thesis/project module students must continue their enrolment in the programme by registering with the BUE for a minimum of one EG credit hour.[1]

2.8. Students have a two-week window at the beginning of each semester to add or drop modules.

2.9. Students who withdraw from modules after week 8 of either semester 1 or 2 (week 4 of semester 3) are not entitled to a refund of their fees. Withdrawal from a module will be reflected on the student's transcript.

2.10. Student registration may be extended beyond the maximum period of study at the request of the main supervisor and the approval of Faculty Research and Postgraduate Studies Committee, the Faculty Council and the Vice President for Research and Enterprise (Annex C).

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[1] One Egyptian Credit Hour is the equivalent of 5 UK Credits

Suspension of studies

2.11. Students may suspend their studies for a maximum of four semesters due to the following reasons:

    2.11.1. Medical conditions approved by the BUE Clinic.

    2.11.2. Absence or forced travel as approved by the Faculty Research and Postgraduate Studies Committee.

    2.11.3. Military conscription.

    2.11.4. Training Fellowships and Official Missions required by their employer.

2.12. All requests for the suspension of studies must be evidenced by appropriate documentation.

Termination of studies

2.13. Students who wish to terminate their studies must submit a written request to the University. In the event of withdrawal students are not entitled to a refund of their fees.

Re-enrollment

2.14. Students who have terminated their studies are permitted to re-enroll on the programme with permission from the Faculty Research and Postgraduate Studies Committee in accordance with the regulation of Egyptian Supreme Council of Universities.

2.15. Students who have failed their studies are permitted to reenroll on the programme with permission from the Faculty Research and Postgraduate Studies Committee.

2.16. Reenrollment students must meet the admissions conditions.

2.17. Reenrolling students will be granted exemption from completed modules as determined by the PG programme bylaws if:

    2.17.1. They achieved a pass grade (Annex D).

    2.17.2. The modules were completed in the past three academic years.

3. Recognition of Prior Learning (Exemption from Modules)

3.1. The Research and Postgraduate Studies Committee may approve recognition of prior learning / exemptions from individual modules, provided that it 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).

3.2. The granting of exemptions is governed by the regulations approved by the Egyptian Supreme Council of Universities for each PG programme (Annex E).

3.3. Exemptions can only be given before first registration. Exemptions that are permitted once a student has registered at the British University in Egypt are limited to internal transfers.

3.4. Eligible students may transfer from one programme pathway to another within the same programme. In this case, the maximum number of EG credit hours which can transferred is determined by the PG programme bylaws for Core Modules. If credit hours are transferred to the new programme, the original date of registration on the programme will remain unchanged.

3.5. Where a student has been exempted from a module, s/he shall be awarded the appropriate number of credits / credit hour(s). No marks shall be attributed to exempt modules. Exemptions will be recorded on the transcript.

4. Students Attendance Policy

4.1. Students are required to attend a minimum of 75% of teaching sessions.

4.2. Module outlines on the e-learning platform specify the module's core sessions for which student attendance is recorded.

4.3. Students who do not meet the required minimum attendance will be barred from the final exam.

4.4. A student who has a genuine reason for absence should submit their absence request online only using the designated online portal (https://claims.bue.edu.eg/student/). This may lead to a decision to discount the absence period and allow the student to attend the unseen exam or receive their major component marks.

5. Programme Structure

5.1.   All postgraduate programmes at BUE are modular in structure.

5.2.   Students may register for a maximum of 5 modules or 15 credit hours[2] for S1 and S2 and 2 modules or 6 credit hours for S3, unless otherwise specified in (Annex F).

5.3.   One Egyptian Credit Hour is the equivalent of 5 UK Credits. Normally, modules shall have a credit value of 3 Egyptian Credit Hours (15 UK Credits).

5.4.   The academic year is divided into three semesters: Semester 1, Semester 2, and Semester 3.

Modules

5.5.   Across the University each module is assigned a Level, which reflects the depth of learning required in the relevant programme year.

5.6.   A module normally takes place over one semester.

5.7.   Prerequisites and/or co-requisites may be defined for any module and shall be specified in the module specifications.

5.8.   The language of instruction and assessment for all modules shall be English.

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6. Assessment Regulations

Principles

6.1. Procedures for marking and moderation of marks should be fair and transparent, and all assessments adhere to these Assessment Regulations.

6.2. All modules are assessed in English. Exemptions require the approval of the University Council.

6.3. Exemptions to assess students on the UK degree track in any other language but English requires approval by the relevant UK validating partner.

6.4. All assessments contributing to the award of credit hours are/should be related to the module learning outcomes (LOs). Assessments are designed to ensure that students who pass a module and receive credit have achieved the module's learning outcomes.

6.5. All modules are assessed in accordance with the University's agreed marking criteria, and comprise one or more of the following components of assessment:

   6.5.1. Coursework assessment conducted during the semester(s) in which the module is completed (coursework can include assignments, research papers, presentations, class tests, clinical practice, and practical/laboratory-based examinations organised by the relevant department);

   6.5.2. Unseen written examination during an examination period;

   6.5.3. Practical-based examination, including clinical practice exams and Objective Structured Clinical Examinations (OSCEs) organised by the relevant department;

   6.5.4. In-class assessment;

   6.5.5. Oral examination;

   6.5.6. Thesis and viva.

6.6. The method of assessment for each module, including the weighting for each assessment component, is specified in the programme and/or module specifications.

6.7. All students must complete and pass the module(s) and the Thesis / Project defined in the Programme Specifications as a 'graduation requirement' and 'non-condonable' (i.e. that cannot be compensated for or exempted).

Special provision for assessments

6.8. Where a student requires special provision for his/her assessment(s), and his/her circumstances are known to be prolonged or permanent (for example, arising from a known disability, specific learning difficulty or long-term condition), the student should refer to their Faculty's Vice Dean for Research and Postgraduate Studies for further guidance on reasonable adjustments.

6.9. A student who requires special provision for his/her assessment(s) due to a temporary or short-term condition, such as that resulting from an accident or medical procedure, shall submit a written application to the Vice Dean for Research and Postgraduate Studies. The application shall be supported by documentary evidence, usually from a qualified medical practitioner or other appropriate source. The Vice Dean for Research and Postgraduate Studies is permitted to disregard requests for special provision if not supported by appropriate documentary evidence.

6.10. Students granted special provision in examinations shall normally sit such examinations in a venue specially designated for the purpose by the Faculty.

Re-assessment of an assessment according to EG regulation

6.11. Students may retake a module in only three circumstances:

6.11.1. Retake due to failure.

6.11.2. Retake module in order to raise the average score to progress to the Thesis / Project and graduate.

6.11.3. Retake due to an accepted Impaired Performance Claim.

6.12. Students who do not pass modules and who have a further opportunity of assessment shall be reassessed at the next assessment opportunity.

6.13. Students who are retaking a module due to an Impaired Performance Claim will be classified as a first attempt of the two attempts allowed to complete the module.

Calculation of marks during reassessment (Failed Module)

6.14. Students repeating a module due to failure in the first attempt receive a maximum mark as detailed in the postgraduate programme bylaws (Annex G).

Calculation of marks for raising the average score Grade Point Average (GPA)[3]

6.15. Students retaking a module to raise their average score are awarded the highest grade, unless otherwise specified in (Annex H).

6.16. Students who are taking an Elective Module for the first time because they failed a a different Elective Module will be classified as a first attempt and are entitled to the full mark.

6.17. Students who are retaking a module due to an Impaired Performance Claim are entitled to the full mark.

Reassessment

6.18. Students will retake the module the next time it is offered.

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[3] Under the Egyptian regulations the Supreme Council for Universities terminology includes GPA

Withdrawal from module(s)

6.19.   Students who withdraw from core modules after 8 weeks into either Semester 1 or Semester 2 (or 4 weeks into Semester 3) shall be required to re-register and complete the module. In these instances, the student's grade shall be capped as per the postgraduate programme bylaws (Annex G).

Failure and number of attempts

6.20.   Students may only take Core Modules twice. If the student passes the module, the grade of the second attempt shall be capped as per the postgraduate programme bylaws (Annex G).

6.21.   Students who fail a core module on the second attempt shall be dismissed from the programme.

6.22.   Students whose thesis has been judged as a fail will be dismissed from the programme.

6.23.   Students who have failed an Elective module twice may select another Elective Module. In these instances, the new Elective Module will be classified as a first attempt.

6.24.   Students may not select another Elective Module until they have undertaken 2 attempts at the original Elective Module.

Outcome of Theses / Projects

6.25.   Theses are awarded: Pass, Fail or Pass subject to revisions.

6.26.   Revisions must be completed within six months of the date of the viva.

6.27.   Failure to submit a thesis / project within the required deadline is considered failure.

Progression

6.28.   Students must complete all Core and Elective Modules before they can progress and meet the requirements to register for the thesis / project in accordance with the postgraduate programme bylaws (Annex I).

6.29.   Student progression to thesis / project is approved by the Faculty.

6.30.   It is the responsibility of the Programme Director to ensure that before registering on the thesis / project students are aware of the programme's regulations.

6.31.   Students must complete all core modules and prerequisites before progressing to a specialist track.

Late Submission Policy

6.32.   Students are expected to meet the published deadlines for the submission of coursework and assessment components, and submission is deemed to be late when it is submitted after the published deadline.

6.33. The University recognises that, on occasion, students may encounter circumstances that prevent them from meeting assessment deadlines, and the Impaired Performance regulations may be activated in such circumstances. These regulations are specific about what circumstances are eligible for consideration, and what circumstances are ineligible.

Examination Papers

6.34. The content of questions in examination papers is classed as restricted and reserved material, and it must therefore not be disclosed or discussed until after the examinations have been held. Only with the express approval of the University Council can this rule be waived for a particular department or for a particular module (for example, for open book or advance notice papers).

Examinations scheduling

6.35. The Office of Postgraduate Studies in coordination with the Faculties shall be responsible for the scheduling and conduct of all written examinations.

6.36. Module Leaders shall be responsible for the scheduling and conduct of all class tests, oral and practical examinations.

Marking and pass marks in Faculties providing UK / Egyptian dual degrees

6.37. A mark out of 100 shall be awarded for each component of assessment using Egyptian marking standards.

6.38. The minimum overall module mark for passing and awarding of credit at the specified level in each module shall be as set in the bylaws for each programme (Annex D).

6.39. Marks calculated at 0.5 or above will be rounded up, and those at 0.4 and below will be rounded down.

6.40. A student who has been awarded credit in a module is not permitted to be re-assessed in that module for the purpose of improving the module mark, except where an appeal is upheld, or an Impaired Performance claim is approved.

Moderation

6.41. All assessed work submitted for credit in programmes leading to all awards at the University is subject to moderation.

6.42. Heads of Departments select moderators (second markers) familiar with the module content. The moderator tests a minimum sample of 10% (no lower than 10 in number) of completed final examinations, including scripts across a range of bands and scripts on boundaries.

6.43. In instances where the two markers differ by up to 10 marks, both markers should reach an agreement together and inform the Dean.

6.44.   In instances where the two markers differ significantly, for example by more than 10 marks or more than 50% of the script, the case will be discussed with the Dean. In instances of concern, or where no agreement is reached between the two markers, the entire cohort's scripts will be remarked by a third marker.

6.45.   Moderation actions are documented in the module reports that are presented during the Module Examination Boards, and moderation meeting minutes must be available to the Module Examination Boards.

Compensation

6.46.   Based on the general regulations of the Egyptian Supreme Council of Universities, compensation for marginal failure is unavailable for PG programmes.

Publication of results

6.47.   The Office of Postgraduate Studies is responsible for publishing the students' marks, results and classifications approved by relevant Examination Boards.

6.48.   Marks for each semester, results and classifications are not to be made available to students until after confirmation by the Programme Examination Board.

6.49.   Provisional recommendations relating to the Viva Committee (pass/fail) may be published before being approved by the relevant Programme Examination Board.

6.50.   On completion of the Programme each student shall receive a formal transcript issued by the Office of Postgraduate Studies.

Mark entry check

6.51.   After the results are announced, and within the time limit set in the University's academic calendar, students may request a check only where they believe that there has been an administrative error in the calculation and/or recording of marks.

6.52.   Students may not request remarking or re-evaluation of their work.

6.53.   Where an administrative error is confirmed it must be corrected, whether it results in the mark in question being adjusted upwards or downwards.

6.54.   The procedure for mark entry check is available at https://www.bue.edu.eg/academic- services.

7. Impaired Performance (IP) Procedure

7.1.   The Impaired Performance Procedure applies to every student enrolled and registered with the University.

Declaration of fitness to study

7.2.   The University assumes that all students who start their programme are fit to study and fit to sit for its assessments (cf. the University's Fitness to Study procedure).

7.3.   Students with a disability, specific learning difficulties, long-term illness or mental health challenges should declare these to either Student Affairs or directly to Student Services prior to commencing their programme of study.

7.4.   Students who face circumstances that may result in difficulties during their programme of study, should report these immediately to their Faculty's Senior Assistant Registrar and Student Services.

7.5.   The role of Student Services is to ensure the University provides appropriate and reasonable support for students with disabilities, specific learning difficulties, long-term illness and mental health challenges.

Impaired Performance

7.6.   The Impaired Performance (IP) procedure is designed to support students who experience unexpected and significantly disruptive circumstances, arising from matters beyond their control, and that may have negatively affected their ability to study and take/perform in assessments.

7.7.   The procedure ensures students who have established extenuating circumstances are neither unfairly disadvantaged nor unreasonably advantaged over other students.

7.8.   The procedure is not intended to provide mitigation for long-standing medical conditions or challenges, which should be supported through Reasonable Adjustments agreed by Student Services prior to the assessment and communicated in confidence to relevant staff only.

Grounds for Impaired Performance

7.9.   Eligible reasons for an Impaired Performance claim include, but are not limited to, the following:

7.9.1.   Serious personal illness, or a change in an existing health condition during the time of an assessment;

7.9.2.   Death or serious illness of a close relative;

7.9.3.   Public transportation problems announced by the government or published by the media;

7.9.4. Travel for visa and/or residency renewal purposes, provided that it was not possible to schedule this for another date;

7.9.5. Changes to assessment regulations or dates without advance notification.

7.10. The following cannot be accepted as grounds for Impaired Performance:

7.10.1. Claims against the mark awarded for any assessment and/or not being aware of the published assessment regulations;

7.10.2. Not following University communications or checking emails regularly and/or misreading or missing the examination timetable;

7.10.3. Loss of work or missing deadlines due to technical problems not of the University's making, e.g. computer failure, not backing up, or connectivity issues, etc.;

7.10.4. Private transportation problems and/or travelling for tourism or participating in events that are not directly related to study;

7.10.5. Financial circumstances that lead to late payment of tuition fees without permission from the University.

7.11. Where a student represents the University in national or international events (e.g. of a sporting, cultural, scientific or educational nature), and with written permission from the Dean and Vice President for Research and Enterprise, that particular student is permitted to continue his or her coursework and/or practical components, and be assessed as normal (or with an alternative assessment of the same level, with the same Learning Outcomes, etc. if necessary).

7.12. Where circumstances appear to be substantial, the student may submit a request for suspension (interruption) of study, and return when he or she is in a better position to resume studying.

7.13. Where a student has suspended his or her studies as above and wishes to resume studies, fitness to study assessment is coordinated and conducted between the Faculty and Student Services.

Timescales and deadlines

7.14. Impaired Performance claims must be submitted within two weeks of the end date of the circumstance, e.g. the recovery date for a medical issue.

7.15. Impaired Performance claims for impact on end-of-semester examinations must be submitted by the deadline noted on the academic calendar, which can be found on the Academic Services page.

7.16. The University, at its sole discretion, may reject any claim submitted after the IP submission deadline.

Impaired Performance process

7.17. A student with circumstances that may be grounds for Impaired Performance (IP) should submit the claim online at https://claims.bue.edu.eg/student/#/session/signin, explaining clearly the grounds for the claim and how their performance was impaired. Clear and relevant evidence must be attached to the claim.

7.18. Where an IP claim is made for late submission of an assessment, the late submission is marked, but the mark is withheld until the IP Panel makes its decision about whether the IP claim is accepted or not.

7.19. The SAR sifts all Faculty IP claims for eligibility against the grounds, and may request more information from the student and/or the academic staff member(s) responsible for the module(s) mentioned in the student's claim. The SAR discounts claims that are ineligible, i.e. that fail to meet clearly the grounds for Impaired Performance (IP) above. The SAR confirms eligibility with the Dean.

7.20. The SAR may request that the Director of Academic Services convene an Impaired Performance Panel during the semester if the number of claims will prove challenging to discuss at the end of the semester.

Impaired Performance Panel membership

7.21. The Impaired Performance Panel membership is normally:

- One senior member of staff from the Office of the Vice President for Research and Enterprise (Chair);
- The Vice Dean (Research and Postgraduate Studies) of the Faculty submitting the claim(s);
- The SAR of the Faculty submitting the claim(s);
- An Academic Services representative, acting as secretary and advisor.

The Director of Student Services may be invited to attend the Panel if there are claims related to disabilities, specific learning difficulties, long-term illness or mental health challenges.

Impaired Performance panel outcomes

7.22. The IP Panel considers all claims recommended as eligible by Deans, and supporting evidence, and makes one of the following decisions:

7.22.1. No appropriate grounds and/or evidence – claim is rejected;

7.22.2. No indication of impairment, although there are appropriate grounds supported by clear evidence – claim is upheld, with no change to the mark;

7.22.3. Clear evidence of impairment based on valid grounds supported by appropriate evidence – claim upheld, and the IP Panel makes one of the following decisions:

- set aside (discount) the student's assessment attempt and allow another attempt for the assessments covered by the claim;

- award the student's assessment attempt a mark that is the same or similar to the student's average mark in assessments of the same nature where there was no impairment;

- accept the late submission for the assessment, and ask the Module Leader to insert the mark with no penalty applied;

7.23. The secretary informs students of the Panel outcomes within 5 working days of the Panel.

7.24. Impaired Performance claims must be made in good faith. If a student is discovered to have provided false or misleading information or evidence, the IP Panel may refer the student to the University's Legal Department, which will investigate and refer findings back to the Faculty's Disciplinary Committee, chaired by the Dean (this is the process for all Disciplinary Committee referrals).

7.25. IP Panel decisions are reviewed by the relevant Programme Examination Board (PEB) at the end of the academic year. The role of the PEB is to make sure that the decisions are implemented properly before approving marks.

Appeals against IP decisions

7.26. A student whose ongoing circumstance results in his or her missing an IP deadline may follow the Academic Appeal procedure at https://www.bue.edu.eg/academic- services/academic-regulations-bue.

7.27. A student may submit an appeal against the IP Panel's decision within 5 working days of receiving the decision, through the online claims platform https://claims.bue.edu.eg/student

7.28. The student must indicate clearly the grounds of the appeal and must provide relevant evidence to support his or her appeal. Details of grounds for appeal and other requirements are described in the Academic Appeals procedure, available at: https://www.bue.edu.eg/academic-services/academic-regulations-bue.

8. Academic Misconduct (AMC) Procedure

8.1. The Academic Misconduct Procedure applies to every student enrolled and registered with the University.

8.2. Students are required to meet all published timescales and deadlines for submission of responses and/or evidence in cases of academic misconduct. If a student is unable to adhere to these, he or she should contact Academic Services to explain their reasons. It is at the sole discretion of the University to extend any timescales and/or deadlines.

8.3. There may be cases where the University needs to extend the timeframe for specific case(s), and in such instance(s), students will be contacted to explain the delay and a new deadline for the next stage will be set.

8.4. Students may seek advice and support regarding this procedure from Student Services, Academic Services and/or the University's Legal Department.

Definition of Academic Misconduct

8.5. According to the law of the Egyptian Universities Organising Act, there are two types of university misconduct. Academic (as opposed to non-academic) misconduct (AMC) by any student during any assessment falls within these Academic Regulations, and is defined as engagement in one or more of the following activities:

8.5.1. Failing to comply with the Rules for the Conduct of Students in Examination Halls, including cheating and/or inappropriate behaviour during examinations;

8.5.2. Gaining an assessment advantage by unfair means for self or another student, including by collusion, impersonation, passing off of one individual's work as another's, or undeclared failure to contribute to group coursework assignments;

8.5.3. Misleading examiners by the fabrication or falsification of data or by other means;

8.5.4. Use of essay writing services, arranging for another individual to undertake the required academic work, and similar forms of cheating;

8.5.5. Plagiarism, defined by the University as 'submitting work as the student's own of which the student is not the author', even if there is no explicit intention to deceive. Students are expected to demonstrate academic integrity/honesty by acknowledging clearly and explicitly the ideas, words or work of another person or group whether these are published or unpublished;

8.5.6. Unauthorised, undeclared or otherwise inappropriate use of Generative Artificial Intelligence (AI) tools, such as ChatGPT, where this is explicitly disallowed.

8.6. Students must certify, when submitting work for assessment, that the work is his/her own and no academic misconduct, as defined above, has taken place. Using the online Coursework Submission and Statement of Academic Honesty form, students make a formal declaration of the authenticity and academic honesty of their submission, and any aspects of their submitted work that are AI-generated, AI-assisted and/or AI- referencing.

8.7. Turnitin software, or other packages used to identify academic similarity, are indicative tools, and are not typically used to uphold an academic misconduct charge of plagiarism without supplementary evidence of the sources believed to have been plagiarised (indeed not all student work can be assessed for academic similarity using Turnitin, for example, non-textual assignments such as art, design and media artefacts).

8.8. A high or low similarity score (percentage) does not therefore result automatically in either action or inaction. High similarity scores are carefully examined, additional evidence is sought, viva confirmations may be adopted where necessary and practicable, and the Module Leader, Head of Department and/or Programme Director employs their discipline expertise and academic judgement in reviewing the student's submission where there is a concern about possible academic misconduct.

8.9. Faculties provide clear, consistent and effective information on discipline-specific expectations of permissible use of Generative AI, inappropriate or unethical use, and how to acknowledge, reference or cite its assistance in work submitted for assessment. Faculties therefore set their own acceptable percentage of likely Generative AI use as appropriate to their disciplines and practices. Module Leaders inform and ensure students are aware of the positive use of AI in their learning experience.

Investigation of allegations of academic misconduct

8.10. The University's Legal Department must be informed immediately (i.e. on the same day) of all cases of alleged academic misconduct.

8.11. Legal rules applicable to cases of alleged academic misconduct are:

8.11.1. Articles 224-42 of the internal Regulations of The British University in Egypt, issued in October 2019 and amendments thereto;

8.11.2. Article 27 of the Decision of the President of the Arab Republic of Egypt No. 302 of 2010 on the Executive Regulations of the Private Universities Act No. 12 of 2009.

8.12. Where more than one student is involved in a case of suspected academic misconduct (including in group work), it is at the Faculty's discretion whether the allegation should be investigated jointly or separately.

8.13. The Module Leader submits a full and detailed explanation of why academic misconduct is suspected and evidence supporting the case for review by a Faculty Academic Misconduct Panel

8.14. The Faculty Academic Misconduct Panel typically meets once per semester.

8.15. The student is informed in writing by the Faculty's Senior Assistant Registrar that an evidenced allegation of academic misconduct is being considered by the Faculty's senior management and that the University's Legal Department has been informed.

8.16. The student may (or may not) choose to submit a written defence against the allegation of misconduct within five working days of receiving the SAR's communication.

8.17. Membership of the Faculty Academic Misconduct Panel, as per the requirements of the law of the Egyptian Universities Organising Act No. 49 of 1972, is:

- Dean of Faculty (Chair) - note: to comply with legal requirements, the Chair must be the Dean, not his or her deputy or representative;

- Vice Dean (Research and Postgraduate Studies);

- The most senior professor from the Faculty according to the law;

- The Dean of Faculty can invite a representative of Academic Services to act as secretary to the Panel.

8.18. The Faculty Academic Misconduct Panel considers reported cases and concludes one of the following outcomes:

8.18.1. No case to answer – mark awarded is normally approved;

8.18.2. Poor academic practice but not academic misconduct – mark awarded is normally approved, and the Module Leader is asked to provide the student with additional guidance about academic integrity/honesty and/or an associated task;

8.18.3. Allegation of academic misconduct upheld – an academic misconduct penalty is imposed.

8.19. Where there is unresolved disagreement between members of the Faculty Academic Misconduct Panel, the case is referred to the Vice President for Research and Enterprise for conclusion.

8.20. In accordance with the law of Egyptian Universities Organising Act, Articles 124-126, the Faculty Academic Misconduct Panel's decision must be communicated to the student by its Chair (Dean of Faculty) and not his or her deputy or representative.

8.21. Communication of the Faculty Academic Misconduct Panel's decision to the student must be within five working days of the meeting date

Penalties for Academic Misconduct

8.22. Article 27 of the Executive Regulation of the Law of Private and National Universities (No. 12, 2009) states that penalties should be "in accordance with the rules contained in the university's internal regulations, provided that these rules take into account general guarantees in discipline, in particular ensuring the right to defence in all stages of procedures".

8.23. Penalties for general misconduct for attempt to cheat in assessment or examination, plagiarism, and assessment regulations breach according to the law and the Article No 236 of The British University in Egypt's Regulations, issued in October 2019 is Zero mark for whole module with opportunity to repeat the module as a second attempt in the next available opportunity.

8.24. Academic misconduct history is counted on a semester basis, with more than one offence within the same semester considered as one, and offences from one semester considered as history for the following semester.

8.25. The University's Legal Department may decide to refer student(s) demonstrating repeated academic misconduct offences to the Faculty's Disciplinary Committee, chaired by the Dean (this is the process for all Disciplinary Committee referrals).

Appeals against Faculty Academic Misconduct Panel outcomes

8.26. A student may (or may not) choose to submit a written appeal against the Faculty Academic Misconduct Panel's decision within five working days of receiving the Dean's communication.

8.27. Such appeals are examined by the University's Supreme Academic Misconduct Panel comprised of:

- One of the University's Vice-Presidents;
- Dean of the Faculty of Law, or his or her nominated professor from the Faculty of Law;
- A professor from the relevant Faculty.

8.28. The University's Legal Department must be informed immediately (i.e. on the same day) of receipt of any such appeal.

8.29. The appeal must have clear and appropriate grounds, for example, previously undisclosed and relevant information, clearly evidenced procedural irregularity, and/or justified claim of bias on the part of the Panel.

8.30. Without appropriate grounds, the appeal will be rejected.

8.31. The decision of the University's Supreme Academic Misconduct Panel is final.

8.32. If allegations of bias are unsubstantiated, the University's Legal Department may decide to refer the student to the Faculty's Disciplinary Committee, chaired by the Dean (this is the process for all Disciplinary Committee referrals).

Non-academic misconduct

8.33. Non-academic misconduct relates to student behaviour and is specified in the British University in Egypt's Regulations, Article 224. It is treated the same as academic misconduct from a procedural standpoint, as both may be submitted to the Faculty's Disciplinary Committee, and in both the student has a right to appeal.

8.34. Penalties for non-academic misconduct, according to the Law and Article No 226 of the British University in Egypt's Regulations, issued in October 2019 are:

8.34.1. written notice;

8.34.2. warning;

8.34.3. deprivation of certain student services;

8.34.4. deprivation of attendance at a programme for a period not exceeding one month;

8.34.5. dismissal from the University for a period not exceeding one month;

8.34.6. deprivation of examination in one module or more;

8.34.7. suspended enrollment for a master's degree or doctorate for a period not exceeding two months or for a semester;

8.34.8. cancellation of examination in one module or more;

8.34.9. dismissal from the University for not more than one semester;

8.34.10. deprivation of examination for one semester or more;

8.34.11. deprivation of master's or doctoral enrollment for one or more semesters;

8.34.12. dismissal from the University for more than one semester.

8.35. The University's President may impose a final dismissal from the University penalty on a student engaging in acts of sabotage that harm the educational process or facilities, attack on people and/or public or private properties, and/or incitement to violence or use of force. Such non-academic misconduct is dealt with separately, in accordance with the Egyptian Universities Organising Act, Article 184.

8.36. Final dismissal will follow investigation, and the student may appeal against this penalty according to the University's Regulations, Article 231.

G. External Examiners and Examination Boards

External Examiners

9.1.   The core role of External Examiners is to ensure that:

9.1.1.   The academic standards set for taught programmes are appropriate for the awards, or award elements, and are comparable in standard to Universities in the UK (by reference to published UK national subject benchmarks, the Framework for Higher Education Qualifications, institutional programme specifications and other relevant information);

9.1.2.   The assessment system is fair, and is consistently operated in the classification of awards.

9.2.   The core role of Programme External Examiners and Viva Examination Committee Members is to maintain the academic standards of awards.

9.3.   Programme External Examiners may ask to meet students to assist with their understanding of a programme and the way in which it operates, but this is not part of the student assessment process.

Appointment of External Examiner

9.4.   There are several different External Examiner appointed as follows:

9.4.1.   **EG degree programmes External Examiners** are appointed by the Dean.

9.4.2.   **Dual degree programmes External Examiners** are appointed by the UK partner**.**

9.4.3.   External Examiners are required to meet the appointment criteria of both the University and the UK validating partner.

9.5.   External Examiners are appointed with an appropriate level of experience and expertise in the subject area. Their appointment, terms of reference, induction and the provision of programme information of all External Examiners is the responsibility of both the University and, if appropriate, the UK validating partner.

9.4   The range of modules covered by each External Examiner is agreed with the department concerned and approved by the University Council. Where appropriate, these are also agreed by the UK validating partner.

Responsibilities of External Examiners

9.6.   Programme External Examiners review and approve all draft examination papers and assignment briefs, having regard to the level, range, design, and structure of questions set, together with model answers and marking schemes where appropriate before distribution to students.

9.5 Programme External Examiners may see any completed examination scripts, Thesis / Project reports, viva reports and other assessed coursework to reach judgements on standards and consistency of internal marking.

9.6 Programme External Examiners are normally provided with a sample of student work across a range of results, agreeing with the Faculty and its validating partner a basis (method and extent) for sampling student work to ensure they have sufficient evidence.

9.7 Programme External Examiner must always see a sample of all assessed work.

9.8 Programme External Examiner are provided with a copy of the Thesis / Project to reach judgements on its standard and quality.

9.9 Programme External Examiners additionally provide general advice on programme content, academic standards, balance and structure, degree schemes and assessment processes.

9.10 Programme External Examiners may meet students to assist with their understanding of a programme and how it operates, but this is not part of the student assessment process.

9.11 Programme External Examiners are not normally involved in the Impaired Performance or Academic Misconduct Panels but are encouraged to scrutinise a sample of the Panel documentation.

Examination Board

9.12 Student performance is considered in two stages, initially on a module-by-module basis (Module Examination Board) and subsequently by considering the overall student performance for each academic session (Programme Examination Board).

Staff Declaration of Personal Interest and/or Conflict of Interest

9.13 Members of staff are required to inform the Dean of any personal interest or conflict of interest relating to a student at the earliest opportunity. In instances where the Dean has a personal interest or conflict of interest, the President and the Vice President for Research and Enterprise must be informed immediately.

9.14 Where a member of staff has informed the University of personal interest or conflict of interest relating to a student, the University shall, as appropriate:

9.14.1. Put in place arrangements to ensure that the member of staff is not responsible for the setting of examination question papers to be taken by the student, marking of any of the student's assessments, or any other control-related tasks concerning the student;

9.14.2. Inform the relevant Programme Examination Board of the member of staff's interest relating to the student, and that the member of staff will be required to withdraw from the meeting of any Module/Programme Examination Board, Appeal Committee, or other University Committee, when the student's case is discussed

9.14.3. Ensure that the declaration of interest and/or conflict of interest, and the withdrawal of the member of staff from the Module/Programme Examination Board, Appeal Committee, or other University Committee, are recorded in the minutes of the meetings.

Module Examination Board

9.15 The Module Examination Board is responsible for one or more modules owned by a department and will make recommendations to the Programme Examination Board on marks and credit to be awarded to students for each module.

9.16 The Module Examination Board is responsible for a module or closely related group of modules, and its functions are:

9.14.4. To consider module marks and the award of credit;

9.14.5. To take into account any special circumstances which may have impacted a module;

9.14.6. To ratify module marks.

Module Examination Board membership

9.17 The Module Examination Board membership is:

- Dean (Chair) or nominee;
- Vice Dean for Research and Postgraduate Studies (Deputy Chair);
- Head of Department and/or Programme Director;
- Relevant academic staff who teach the modules being examined;
- At least one member of the UK validating partner (where relevant);
- A representative from the Office of Postgraduate Studies to provide support to the Board;
- A representative from Academic Services;
- The Vice President for Research and Enterprise has the right to be in attendance at Module Examination Boards;
- Servicing the Board is the responsibility of the Faculty with collaboration with the Office of Postgraduate Studies.

9.18 To be quorate, the Module Examination Board must have the following members present or online:

- Chair (Dean) or Deputy Chair (Dean for Research and Postgraduate Studies);
- An academic representative of each module being examined;
- One member of any UK validating partner (where relevant).

9.19 The Programme External Examiner(s) will receive reports and recommendations from the Project and Oral Examination External Examiners (where relevant).

9.20 Marks approved by Module Examination Boards may not subsequently be reconsidered except by the Programme Examination Board or in the context of an Academic Appeal.

Programme Examination Board

9.21 The Programme Examination Board is responsible for a programme or closely related group of programmes, and its functions are:

9.21.1. To consider module marks and the award of credit;

9.21.2. To take into account recommendations of the Impaired Performance Panel regarding mitigating or special circumstances;

9.21.3. To consider exceptional circumstances and cases for compensation for failure,

9.21.4. To approve the academic progression of students;

9.21.5. To determine the opportunities, if any, for the retrieval of failed modules;

9.21.6. To consider and agree on the award of degrees and other awards in accordance with the Academic Regulations.

Programme Examination Board membership

9.22 The Programme Examination Board membership is:

- Dean (Chair) or nominee;

- Vice Dean for Research and Postgraduate Studies (Deputy Chair);

- Head of Department and/or Programme Director;

- One other member of the Faculty Council, nominated by the Dean;

- Programme External Examiner;

- At least one member of the UK validating partner (where relevant);

- A representative from the Office of Postgraduate Studies to provide support to the Board;

- A representative from Academic Services;

- The Vice President for Research and Enterprise has the right to be in attendance at Module Examination Boards;

- Servicing the Board is the responsibility of the Faculty with collaboration with the Office of Postgraduate Studies.

9.23 To be quorate the Programme Examination Board must have the following members present or online:

- Chair or Deputy Chair;

- Vice Dean for Research and Postgraduate Studies;

- Programme External Examiner;

- A representative from the UK validating partner (where relevant).

9.24   Marks approved by the Programme Examination Board will not be subsequently reconsidered except in the context of an Academic Appeal.

Adjustment and approval of marks

9.25   Any mark adjustments suggested by a Module or Programme External Examiner as a result of consideration of a sample of scripts or other assessed work must be reflected in the same adjustments to scripts or other assessed work not included in the sample.

9.26   Programme External Examiners approve marks during Programme Examination Boards.

9.27   The Programme Examination Board's Chair, as well as the Programme External Examiner and the representative of the UK validating partner (where relevant), must sign the pass list resulting from any Programme Examination Board at which they are present.

10. Appointment of Supervision and Viva Examination Committees

10.1. *Supervision*

10.1.1. The main supervisor is appointed while the student is studying the modules and before working on the Thesis, provided that the student meets the progression requirement which allows students to register for the Thesis (Annex I).

10.1.2. The Faculty Council assigns the student a full time Professor or an Associate Professor from the British University in Egypt as a main supervisor for the academic masters. It is also possible for one of the lecturers in the faculty to partake in supervision. In all cases the number of supervisors should not exceed three.

10.1.3. Based on the recommendation of the Faculty Research and Postgraduate Studies Committee, the Faculty Council may assign an academic staff member from outside the BUE to join the supervision committee in accordance with the postgraduate programme bylaws (Annex J).

10.1.4. In case one of the supervisors take an extended leave of absence or resigned, the Faculty Council may keep the Supervision Committee as is, replace the original supervisor with another, or add a new supervisor after approval of the Faculty Research and Postgraduate Studies Committee, taking into consideration the main supervisor's views.

10.1.5. The Faculty Council may modify the supervision committee either by removing and/or adding members upon the suggestion of the main supervisor and the approval of the Faculty Research and Postgraduate Studies Committee and Vice President for Research and Enterprise.

10.1.6. At the end of each academic year, the main supervisor submits a report on the extent of the student's progress in his/her research to the Faculty Research and Postgraduate Studies Committee. The main supervisor may recommend the student registration to continue or be terminated. This recommendation is submitted to the Research and Postgraduate Studies Committee.

10.1.7. The Supervision committee must be approved by the following committees:
- Faculty Research and Postgraduate Studies Committee
- Faculty Council
- University Research and Postgraduate Studies Committee

10.2. *Viva Examination Committee*

10.2.1. In case a new member is added to the Thesis supervision, the Viva Examination committee shall not be before six months has elapsed from the date of adding the new supervisor, provided that the student has not exceeded the maximum period allowed for the Thesis preparation.

10.2.2. The Viva Examination committee is chaired by the most senior BUE Academic Staff with the rank of Associate Professor or Professor.

10.2.3. An academic member shall not participate in a defence committee for a student who is related to him/her up to the fourth degree.

10.2.4. The Viva Examination committee is valid for six months from the date of its approval.

10.2.5. The viva is to be held in no less than fifteen days from the date of this approval.

10.2.6. All thesis supervisor count as one vote in the viva decision.

10.2.7. The Viva Examination Committee is formed in accordance with the PG programme bylaws (Annex K). The Viva Examination Committee must be approved by the following committees:

- Faculty Research and Postgraduate Studies Committee
- Faculty Council
- University Research and Postgraduate Studies Committee

10.2.8. Individuals proposed for appointment as members of the Viva Examination Committee must have an appropriate level of experience and expertise in relation to the subject area.

10.2.9. The Programme External Examiners for dual-degrees validated programmes have the right to attend Viva Examinations as observers.

Responsibilities of Viva Examination Committee Members

10.3. Viva Examination Committee Members are responsible for undertaking an Oral Examination of the submitted thesis/project.

10.4. Viva Examination Committee Members will provide individual reports on the submitted thesis/project before the viva takes place.

10.5. Viva Examination Committee Members will provide a group report on the submitted thesis/project and subsequent oral examination within a maximum of 7 working days.

10.6. Programme External Examiners will receive reports and recommendations from the Viva Examination Committee.

Approval and adjustment of marks

10.7. Any mark adjustments suggested by a Programme External Examiner based on a sample of scripts or other assessed work must be applied to all scripts or other assessed work of the same module.

10.8. Programme External Examiners must approve mark adjustments during Programme Examination Boards.

10.9. The Programme External Examiner and Chair of the Examination Board must sign the pass list resulting from any Programme Examination Board in which they were present, along with signatures of the Chair and the representative of the validating University where applicable.

11. Award Classification, Marking Equivalency and Conversion, and Graduation

Structure of University Awards

11.1. Students registered in postgraduate degrees are required to complete the number of Credit hours which are stated in the bylaws for each programme (Annex L).

Requirements for an award

11.2. To qualify for an award, a student must the following collectively:

11.2.1. registered throughout the study period, exclusive of the approved suspension of study period,

11.2.2. paid all prescribed fees and charges,

11.2.3. satisfactorily completed a programme of study within the approved time limit (Annex C),

11.2.4. achieved the required Credit hours set out in the postgraduate programme bylaws (Annex L),

11.2.5. achieved the requirements with a minimum cumulative GPA as set out in the postgraduate programme bylaws (Annex I),

11.2.6. published a research paper (or presented proof of acceptance) related to the thesis work as set by the postgraduate programme bylaws (Annex M),

11.2.7. successfully completed the viva for the thesis/project.

Grades for the Egyptian Degree

11.3. The UK marking scheme is used in all postgraduate programmes. In cases the Egyptian marking scheme is used (Annex N), the marks achieved by the student shall be converted to their UK equivalent using the conversion table given in (Annex O). The UK degree has no classification.

11.4. The student's final average grade is calculated by dividing the total score of all their weighted module marks by the total maximum marks across all modules in their programme.

11.5. An overall grade is granted to the student based on the Final Overall Average Mark calculated as set out in the postgraduate programme bylaws (Annex N).

Posthumous Awards

11.6. When appropriate awards may be conferred posthumously.

Graduation

11.7. Students in debt to the University shall not be permitted to graduate until they have paid the debt or made acceptable arrangements for payment.

11.8. Students whose awards have been confirmed by the Faculty Council and approved by the University Board shall be eligible to attend a ceremony for the conferment of degrees.

11.9. It is the responsibility of the Office of Postgraduate Studies to issue students who have successfully completed their degree with a degree a certificate and a transcript.

11.10. Certificates include the specialisation and title of the research thesis/project. Transcripts record all attempts.

11.11. In instances of compensation for marginal failure a pass mark will be shown for the module on the transcript. The transcript will also flag that this module was subject to compensation for marginal failure.

12. Academic Appeal Procedure

12.1. The Academic Appeal procedure applies to every student enrolled and registered with the University.

12.2. The Academic Appeal Procedure permits a student to request a review of an academic decision made by the University, including a decision made by a Programme Examination Board, Impaired Performance Panel or Academic Misconduct Panel.

12.3. The grounds of an Academic Appeal must be stated clearly and must be supported by clear and appropriate evidence.

12.4. Appeals against decisions made by the Impaired Performance or Academic Misconduct Panels must provide new evidence rather than what was provided to the Panels.

12.5. Appeals that do not follow the grounds for appeal detailed below and/or provide the evidence required will be rejected.

Grounds for Academic Appeal

12.6. Students may appeal only on one or more of the following grounds:

12.6.1. **A decision made by an Examination Board** where the student believes there are relevant circumstances that the Board was not aware of when making its decision. The student must provide an appropriate explanation for not declaring these circumstances through other procedures (such as the Impaired Performance procedure) in time;

12.6.2. **A decision made by an Examination Board** where the student can demonstrate that the Board did not take into account an outcome of another Panel. Clear and appropriate evidence is required;

12.6.3. **A decision made by a University Panel** where the student believes additional information/evidence was not presented to the Panel on time. New, clear and appropriate evidence is required, and the student must provide an appropriate explanation for the additional information/evidence not being presented in time;

12.6.4. **A procedural irregularity or bias** in the conduct of an assessment or a University Panel. The student must provide a compelling justification for this allegation.

12.7. The following will not be accepted as grounds for Academic Appeal:

12.7.1. Administrative error in the mark awarded for an assessment – this should be dealt with through the mark enquiry procedure;

12.7.2. Disagreement with the academic judgment of examiners;

12.7.3. Non-academic issues, e.g. staff behaviour, inadequate facilities – this should be dealt with through the complaints procedure.

Timescales and deadlines

12.8. A student who submits an appeal is required to meet all stipulated deadlines for submission of responses and/or evidence.

12.9. A student who is unable to adhere to the timescale/deadlines for any reason should contact Academic Services with a clear and appropriate explanation. It is at the sole discretion of the University whether or not to approve an extension of timescale/deadlines.

12.10. There may be instances where the University needs to extend the timescale for dealing with specific cases. When this is the case, students will be contacted to explain the delay and set a new deadline for the next stage.

Making an Academic Appeal

12.11. Academic Appeals must be submitted using the online platform at https://claims.bue.edu.eg/student/

12.12. Students must use their own BUE account, and a student cannot submit an appeal on behalf of another student.

12.13. As above, students must state clearly the grounds of the Academic Appeal and must support their submission with clear and appropriate evidence.

Academic Appeals process

12.14. The Academic Appeals procedure follows a two-stage decision-making process: 12.14.1.**Stage One**: an Appeal Review Panel considers all submitted appeals and

prepares the final list of appeal cases to put forward to the University's Academic Appeals Committee;

12.14.2.**Stage Two:** the University Appeals Committee discusses and makes decisions on the appeal cases referred by the Appeal Review Panel.

Stage One: Appeal Review Panel membership and outcomes

12.15. Appeal Review Panel membership is normally:

- A senior member of staff from the Office of the Vice President for Research and Enterprise, nominated by the Vice President for Research and Enterprise, and who declares no conflict of interest (Chair);

- One SAR, nominated by the Deputy Registrar to operate cross-institutionally (but not from the student's Faculty);

- A representative of Academic Services, acting as secretary;

- The Director of Student Services may be invited to attend the Panel if there are cases related to disabilities, specific learning difficulties, long-term illness or mental health challenges.

12.16. The Appeal Review Panel considers all submitted appeals to ensure they qualify for discussion by the Academic Appeals Committee, concluding with one of the following outcomes:

12.16.1. Appeal is ineligible as it fails to provide appropriate grounds. Appeal is rejected;

12.16.2. Appeal is eligible as it meets the criteria (grounds/evidence). Appeal is forwarded to the Academic Appeals Committee;

12.16.3. Appeal is possibly eligible, but more information is required. Academic Services advises the student to provide the missing information/evidence within three working days. If not provided, Appeal is rejected.

12.17. The Appeal Review Panel may recommend that the student appears before the Academic Appeals Committee. The student may accept or decline to attend.

12.18. The Appeal Review Panel's outcomes are communicated to students through Academic Services within five working days of the Panel.

Stage Two: University Academic Appeals Committee membership and outcomes

12.19. The Academic Appeals Committee membership is normally:

- The Vice President for Research and Enterprise or nominee (Chair);

- The Director of Academic Services or nominee;

- One SAR, nominated by the Deputy Registrar to operate cross-institutionally (but not from the student's Faculty);

- A representative of Academic Services, acting as secretary;

- The Director of Student Services may be invited to attend the Panel if there are cases related to disabilities, specific learning difficulties, long-term illness or mental health challenges.

12.20. The Academic Appeals Committee meets twice per annum after the Examination Boards have concluded.

12.21. The secretary of the Appeal Review Panel briefs the Academic Appeals Committee on how cases were reviewed and decided upon (the Academic Appeals Committee may overturn a decision at its discretion).

12.22. The Academic Appeals Committee considers the cases referred by the Appeal Review Panel, and concludes one of the following:

12.22.1. Reject the appeal due to insufficient grounds or lack of evidence;

12.22.2. Uphold the appeal and ask the Programme Examination Board to reconsider its decision on the student's progression;

12.22.3. Uphold the appeal and allow the student further attempts with no restrictions;

12.22.4. Uphold the appeal and overturn decision made by the Academic Misconduct or Impaired Performance Panels. The Academic Appeals Committee will ask the Programme Examination Board to reconsider its decision on the student's progression following this change.

12.23. The secretary of the Academic Appeal Committee normally informs the student(s) of the decision of the Committee within five working days of the meeting date.

Annexes

Postgraduate Regulation Articles Specific to Programmes Approved by the Egyptian Supreme Council for Universities

Table of Contents

Annex A: PG Master Programmes

1. **Faculty of Engineering:**

   MSc. Renewable Energy Engineering (EG/UK degree)
   MSc. Advanced Materials Science and Engineering (EG/UK degree) MSc.
   Sustainable Engineering Design & Construction (EG/UK degree) MSc.
   Communication and Information Engineering (EG/UK degree) MEng.
   Renewable Energy Engineering (EG/UK degree)
   MEng. Advanced Materials Science and Engineering (EG/UK degree) MEng.
   Sustainable Engineering Design & Construction (EG/UK degree) MEng.
   Communication and Information Engineering (EG/UK degree)

2. **Faculty of Informatics s Computer Science:**

   MSc. Web Science (EG/UK degree)

3. **Faculty of Business Administration, Economics s Political Science:**

   MBA Programmes in: (EG/UK degree)
   - Marketing
   - Finance
   - Human Resource Management
   - General Management

   MSc. Business Administration in: (EG degree)
   - Marketing and International Business
   - Human Resources Management and Organization Studies
   - Finance and Investment

   MSc. Political Science (EG degree)

4. **Faculty of Communication and Mass Media:**

   MSc. Digital Media (EG/UK degree)

5. **Faculty of Dentistry:**

   MSc. Endodontics (EG degree)
   MSc. Operative Dentistry (EG degree)
   MSc. Oral Medicine, Periodontology and Oral Diagnosis (EG degree) MSc.
   Pediatric Dentistry (EG degree)
   MSc. Prosthodontics (EG degree)
   MSc. Oral and Maxillofacial Surgery (EG degree)

6. **Faculty of Pharmacy:**

   MSc. Pharmacology & Toxicology (EG degree)

7. **Faculty of Law:**

   Professional master in Cybercrime Investigations (EG/UK degree)

8. **Faculty of Arts s Humanities:**

   MA. Clinical Psychology (EG/UK degree)
   MA. Comparative Literary & Cultural Studies (EG degree) MA.
   Linguistics and Translation (EG degree)

G. **Faculty of Nursing (accepting students in academic year 2024/2025):**

   MSc. Medical Surgical Nursing (EG degree) MSc.
   Community Health Nursing (EG degree)
   MSc. Psychiatric and mental health nursing (EG degree) Professional
   master in Advanced Adult Cardiac Nursing (EG degree)

Annex B: Admissions Requirements

1. Faculty of Engineering:

Registration in Engineering M.Sc. or M. Eng. programmes requires B.Sc. in Engineering from a university accredited by the Supreme Council of Universities or Postgraduate diploma in Engineering.

Overall grade

M.Sc. degree:

Undergraduate: Grade of "C" (Good)
Post Graduate Diploma: Grade of "C" (Good) if the Graduate grade is lower than "C".

M.Eng. degree:

Grade of "D" (Pass).

2. Faculty of Informatics & Computer Science:

Registration in Web Science M.Sc. programme requires one of the following degrees from a university accredited by the Supreme Council of Universities:

- B.Sc. in Informatics and Computer Science.
- B.Sc. in Computer Engineering or Electrical and Communications Engineering.
- Postgraduate diploma in Informatics and Computer Science.

Overall grade: Grade of "C" (Good) or Post Graduate Diploma in Informatics and Computer Science if the Graduate grade is lower than "C".

3. Faculty of Business Administration, Economics & Political Science:

MBA Programmes

Registration in MBA programmes requires B.Sc. or B.A from a university accredited by the Supreme Council of Universities.

Overall grade: Grade of "D" (Pass).

MSc. Business Administration

Registration in a Master of Science in Business Administration requires a Bachelor's degree in Business Administration from a university accredited by the Supreme Council of Universities. Students who graduated from other disciplines may apply but will complete supplementary undergraduate modules.

Overall grade: Grade of "C+" or GPA of 2.3

MSc. Political Science

Registration in the Political Science M.Sc. programme requires a B.Sc. in Political Science (Major or Minor specialization) from a university accredited by the Supreme Council of Universities.

Overall grade:

Major specialization: Grade of "C+" / 2.3 GPA Minor specialization: Grade of "B-" / 2.7 GPA

4. <u>Faculty of Communication and Mass Media:</u>

Registration in MSc. in Digital Media programme requires the following degree from a university accredited by the Supreme Council of Universities:

- B.Sc. in Communication and Mass Media.

Overall grade: Grade of "C" (Good)

5. <u>Faculty of Dentistry:</u>

Registration in Dentistry postgraduate programmes requires a B.Sc. from a university accredited by the Supreme Council of Universities in Dentistry.

Overall grade: Grade of "C" or GPA of 2.3

6. <u>Faculty of Pharmacy:</u>

Registration in Pharmacology & Toxicology M.Sc. postgraduate programmes requires a B.Sc. in Pharmacy from a university accredited by the Supreme Council of Universities.

Overall grade: Grade of "C" (Good).

7. <u>Faculty of Law:</u>

Registration in the Cybercrime Investigations (Professional Master) programme requires a B.Sc. or B.A from a university accredited by the Supreme Council of Universities.

Overall grade: Grade of "D" (Pass).

8. <u>Faculty of Arts & Humanities:</u>

MA. Clinical Psychology

Registration in the Clinical Psychology MSc programme requires a BA or BSc degree in Psychology from a university accredited by the Supreme Council of Universities, or a Postgraduate Diploma in Psychology for those whose graduation grade is lower than C.

Overall grade: Grade of "C" (Good).

MA. Comparative Literary & Cultural

Registration in the Comparative Literary and Cultural Studies MA programme requires a BA or BA degree in English Language and Literature from a university accredited by the Supreme Council of Universities, or a Postgraduate Diploma in the field for those whose graduation grade is lower than C.

Overall grade: Grade of "C" (Good).

MA. Linguistics and Translation

Registration in the Linguistics and Translation programme requires a BA or a BSc degree in English from a university accredited by the Supreme Council of Universities, or a Postgraduate Diploma in the field for those whose graduation grade is lower than C.

Overall grade: Grade of "C" (Good).

Annex C: Registration Period

This annex is including the following:

- Maximum registration period
- Minimum registration period
- Suspension of study period
- Maximum extension period

#	Faculty	Maximum registration period	Minimum registration period	Suspension of study period	Maximum extension period
1	Faculty of Engineering	4 years	2 years	4 semesters	2 semesters
2	Faculty of Informatics & Computer Science	4 years	2 years	4 semesters	2 semesters
3	Faculty of Business Administration, Economics & Political Science				
	- MBA	3 years	2 years	4 semesters	N/A
	- MSc, Business Administration	4 years	2 years	4 semesters	2 semesters
	- MSc, Political Science	4 years	2 years	4 semesters	2 semesters
4	Faculty of Communication and Mass Media	5 years	2 years	4 semesters	2 semesters
5	Faculty of Dentistry	6 years	3 years	4 semesters	2 semesters
6	Faculty of Pharmacy	5 years	2 years	4 semesters	2 semesters
7	Faculty of Law	2 years	1 years	4 semesters	N/A
8	Faculty of Arts & Humanities	4 years	2 years	4 semesters	2 semesters

Note: The maximum and minimum registration periods exclude the periods of suspension of study.

Annex D: Passing Grade

The following table shows the passing grade for the module considering the EG and UK scale:

#	Faculty	Pass Grade (EG)	Pass Grade (UK)
1	Faculty of Engineering	60	50
2	Faculty of Informatics & Computer Science	60	50
3	Faculty of Business Administration, Economics & Political Science		
	- MBA	50	50
	- MSc. Business Administration	70	N/A*
	- MSc. Political Science	70	N/A*
4	Faculty of Communication and Mass Media	60	50
5	Faculty of Dentistry	60	N/A*
6	Faculty of Pharmacy	60	N/A*
7	Faculty of Law	50	50
8	Faculty of Arts & Humanities		
	MA. Clinical Psychology	60	50
	MA. Comparative Literary & Cultural Studies	60	N/A*
	MA. Linguistics and Translation	60	N/A*

* Programme does not offer UK degrees.

Annex E: Exemption from Modules

Faculties may accept equivalency for modules provided the following:

1. The modules within the same level and in the same specialization that were previously studied at the faculty or any other scientific institute approved by the Supreme Council of Universities and achieved a grade of (Good) at least.

2. The modules were studied during the three years before the registration for the Master's Degree.

3. The maximum number of credit hours transferred is 6 EG credit hours unless otherwise specified in the table below.

4. Doesn't award any scientific degree for the study of these modules.

#	Faculty	Number of Credit Hours/ Modules	Achieved Grade	Studied During
1	Faculty of Engineering (M.Eng degree)	---	---	5 Years
2	Faculty of Informatics & Computer Science	---	---	5 Years
3	Faculty of Business Administration, Economics & Political Science			
	- MBA	18 Credit Hours or 3 Modules	Pass	N/A
4	Faculty of Communication and Mass Media	9 Credit Hours or 3 Modules	---	---
5	Faculty of Law	N/A	N/A	N/A

Annex F: Maximum Number of Credit Hours in Each Semester

The following table shows the maximum number of credit hours in Each Semester:

#	Faculty	Number of Credit Hours for S1 C S2	Number of Credit Hours for S3
1	Faculty of Business Administration, Economics & Political Science		
	- MBA	30 Credit Hours	N/A
2	Faculty of Communication and Mass Media	---	N/A
3	Faculty of Dentistry		
	- MSc, Endodontics - MSc, Operative Dentistry - MSc, Oral Medicine, Periodontology and Oral Diagnosis - MSc, Pediatric Dentistry	13 Credit Hours	N/A
	- MSc, Prosthodontics - MSc, Oral and Maxillofacial Surgery	20 Credit Hours	N/A
4	Faculty of Pharmacy	---	N/A
5	Faculty of Law	60 Credits	Project 60 Credits
6	Faculty of Arts & Humanities	---	N/A

Annex G: Calculation of Marks for Reassessment (Failed Module)

The following table shows the capping marks for the failed modules.

#	Faculty	Second Attempt
1	Faculty of Engineering	60
2	Faculty of Informatics & Computer Science	60
3	Faculty of Business Administration, Economics & Political Science	
	- MBA	50
	- MSc, Business Administration - MSc, Political Science	70
4	Faculty of Communication and Mass Media	60
5	Faculty of Dentistry	
	- MSc, Endodontics - MSc, Operative Dentistry - MSc, Oral Medicine, Periodontology and Oral Diagnosis - MSc, Pediatric Dentistry	60
	- MSc, Prosthodontics - MSc, Oral and Maxillofacial Surgery	Maximum 69
6	Faculty of Pharmacy	60
7	Faculty of Law	50
8	Faculty of Arts & Humanities	60

Annex H: Calculation of Marks for Raising Grade Point Average (GPA)

The following table shows the maximum grade awarded for raising GPA.

#	Faculty	Maximum grade awarded
1	Faculty of Engineering	84
2	Faculty of Business Administration, Economics & Political Science	
	- MBA	N/A
	- MSc, Business Administration - MSc, Political Science	84
3	Faculty of Dentistry	
	- MSc, Endodontics - MSc, Operative Dentistry - MSc, Oral Medicine, Periodontology and Oral Diagnosis - MSc, Pediatric Dentistry	84
4	Faculty of Pharmacy	N/A
5	Faculty of Law	N/A

**Annex I: Progression Requirement Which Allows Students to Registered in
the Thesis/Project and for Graduation**

#	Faculty	Required Cumulative GPA for Thesis/Project registration	Required Cumulative GPA for Graduation
1	Faculty of Engineering	2.70	2.70
2	Faculty of Informatics & Computer Science	2.70	2.70
3	Faculty of Business Administration, Economics & Political Science		
	- MBA	N/A	N/A
	- MSc, Business Administration - MSc, Political Science	2.70	2.70
4	Faculty of Communication and Mass Media	2.70	2.70
5	Faculty of Dentistry		
	- MSc, Endodontics - MSc, Operative Dentistry - MSc, Oral Medicine, Periodontology and Oral Diagnosis - MSc, Pediatric Dentistry	2.30	N/A
	- MSc, Prosthodontics - MSc, Oral and Maxillofacial Surgery	2.0	2.0
6	Faculty of Pharmacy	Complete at least 10 Credit Hours	N/A
7	Faculty of Law	N/A	N/A
8	Faculty of Arts & Humanities	2.70	2.70

Annex J: Supervision Committee

1. Faculty of Engineering:

M.Sc.: Based on the recommendation of the Faculty Research and Postgraduate Studies Committee, the Faculty Council assigns a Professor or an Associate Professor from the Egyptian governmental university to the supervision committee. In all cases, the number of supervisors should not exceed three.

M.Eng.: Based on the recommendation of the Faculty Research and Postgraduate Studies Committee, the Faculty Council assigns a supervisor from the Faculty staff member in the area of specialization of the M.Eng. student. For M.Eng. degree, the supervisor may be a lecturer or above.

2. Faculty of Informatics & Computer Science:

Based on the recommendation of the Faculty Research and Postgraduate Studies Committee, the Faculty Council may assign an academic staff member from outside the faculty to the supervision committee.

3. Faculty of Business Administration, Economics & Political Science:

MSc, Business Administration & MSc, Political Science:

Based on the recommendation of the Faculty Research and Postgraduate Studies Committee, the Faculty Council assigns a Professor or an Associate Professor from the Egyptian governmental university to the supervision committee.

4. Faculty of Pharmacy:

In case the student conducts some experiments outside the University, after the approval of the Faculty Council, an Academic Staff from the area where the research is being conducted may participate in supervision.

5. Faculty of Arts & Humanities:

Based on the recommendation of the Faculty Research and Postgraduate Studies Committee, the Faculty Council assigns a Professor or an Associate Professor from the Egyptian governmental university to the supervision committee.

Annex K: Viva Examination Committee

1. Faculty of Engineering:

M.Sc.: Viva Examination Committee consists of three members:

1. The supervisor (s) with one vote
2. Professor or an Associate Professor from the Egyptian Universities
3. Professor or an Associate Professor from the Foreign Universities

M.Eng.: The project evaluation committee consists of three members:

1. The supervisor (s) with one vote
2. Professor or an Associate Professor from the Egyptian Universities
3. Member from the industrial institution in the field of the research project

2. Faculty of Informatics & Computer Science:

Viva Examination Committee consists of three members:
1. The supervisor (s) with one vote
2. Two members of a Professor or an Associate Professor from the Egyptian Universities or Foreign Universities, or a participant in their Academic level from among the specialists, on the condition that it shall consist of at least a Professor from Government Universities.

3. Faculty of Business Administration, Economics & Political Science:

MSc, Business Administration:

Viva Examination Committee consists of three members:
1. The supervisor (s) with one vote
2. Professor or an Associate Professor from the full-time staff from the BUE
3. Member from the Government Universities or the Private Universities or the Foreign Universities, depending on the scientific subject of the Thesis.

MSc, Political Science:

Viva Examination Committee consists of three members:
1. The supervisor (s) with one vote
2. Professor or an Associate Professor from the Egyptian Universities
3. Professor or an Associate Professor from Governmental Universities, Foreign Universities, or a distinguished expert, depending on the scientific subject of the Thesis.

MBA Programmes: N/A

4. **Faculty of Communication and Mass Media:**

Viva Examination Committee consists of three members:
1. The supervisor (s) with one vote
2. Two members, Professors or an Associate Professors from Egyptian Universities or the Foreign Universities or from among their Academic level of media experts, on the condition that it shall consist of at least a Professor from Egyptian Universities.

5. **Faculty of Dentistry:**

Viva Examination Committee consists of three members:
1. The supervisor (s) with one vote
2. Two members, Professors or Associate Professors from Egyptian Universities or Foreign Universities

6. **Faculty of Pharmacy:**

Viva Examination Committee consists of three members:
1. The supervisor (s) with one vote
2. Two members, Professors or Associate Professors from Egyptian Universities.

7. **Faculty of Law:** N/A

8. **Faculty of Arts & Humanities:**

Viva Examination Committee consists of three members:
1. The supervisor (s) with one vote
2. Professor or an Associate Professor from Egyptian Universities
3. Professor or an Associate Professor from Foreign Universities

Annex L: Programme Structure

Note:

1. The following tables show the number of credits hours according to the EG system.
2. The total number of credits for the validated programmes is 180 UK credits according to the UK system.

1. **Faculty of Engineering:**

#	Programme	No. of Credit Hours (Prerequisite)*	No. of Credit Hours	No. of Credit Hours (Thesis/Project)		Total No. of Credit Hours
1	MSc. Renewable Energy Engineering	9	22	18	Thesis	40
2	MEng. Renewable Energy Engineering	9	34	6	Project	40
3	MSc. Advanced Materials Science and Engineering	12	22	18	Thesis	40
4	MEng. Advanced Materials Science and Engineering	12	34	6	Project	40
5	MSc. Sustainable Engineering Design & Construction	9	18	18	Thesis	36
6	MEng. Sustainable Engineering Design & Construction	9	30	6	Project	36
7	MSc. Communication and Information Engineering	9	22	18	Thesis	40
8	MEng. Communication and Information Engineering	9	34	6	Project	40

*The Research and Postgraduate Studies committee for the Faculty of Engineering defines the number of required prerequisite credit hours (if required) based on the student's undergraduate background. The prerequisite credit hours are not included in the credit hours required for awarding a postgraduate degree.

2. Faculty of Informatics & Computer Science:

#	Programme	No. of Credit Hours	No. of Credit Hours (Thesis/Project)		Total No. of Credit Hours
1	MSc. Web Science	24	12	Thesis	36

3. Faculty of Business Administration, Economics & Political Science:

#	Programme	No. of Credit Hours	No. of Credit Hours (Thesis/Project)		Total No. of Credit Hours
1	MBA	96	N/A	N/A	96
2	MSc. Business Administration	33	18	Thesis	45
3	MSc. Political Science	25	15	Thesis	40

4. Faculty of Communication and Mass Media:

#	Programme	No. of Credit Hours	No. of Credit Hours (Thesis/Project)		Total No. of Credit Hours
1	MSc. Digital Media	27	6	Thesis	33

5. Faculty of Dentistry:

#	Programme	No. of Credit Hours	No. of Credit Hours (Thesis/Project)		Total No. of Credit Hours
1	MSc. Endodontics	40	12	Thesis	52
2	MSc. Operative Dentistry	40	12	Thesis	52
3	MSc. Oral Medicine, Periodontology and Oral Diagnosis	40	12	Thesis	52
4	MSc. Pediatric Dentistry	40	12	Thesis	52
5	MSc. Prosthodontics	100	20	Thesis	120
6	MSc. Oral and Maxillofacial Surgery	100	20	Thesis	120

6. **Faculty of Pharmacy:**

#	Programme	No. of Credit Hours	No. of Credit Hours (Thesis/Project)		Total No. of Credit Hours
1	MSc. Pharmacology & Toxicology	20	20	Thesis	40

7. **Faculty of Law:**

#	Programme	No. of Credit Hours	No. of Credit Hours (Thesis/Project)		Total No. of Credit Hours
1	Professional Maste in Cybercrime Investigations	120	60	Project	180

8. **Faculty of Arts & Humanities:**

#	Programme	No. of Credit Hours	No. of Credit Hours (Thesis/Project)		Total No. of Credit Hours
1	MA. Clinical Psychology	24	12	Thesis	36
2	MA. Comparative Literary & Cultural Studies	21	21	Thesis	42
3	MA. Linguistics and Translation	21	21	Thesis	42

Annex M: Publication

The following table shows the publication required for degree award.

#	Faculty	Required	Peer-reviewed Journal	Peer-reviewed Conference
1	Faculty of Engineering	√	√	√
2	Faculty of Informatics & Computer Science	√	√	√
3	Faculty of Business Administration, Economics & Political Science			
	- MBA	X		
	- MSc. Business Administration	√	√	√
	- MSc. Political Science	√	√	√
4	Faculty of Communication and Mass Media	X		
5	Faculty of Dentistry	√	√	X
6	Faculty of Pharmacy	√	√	√
7	Faculty of Law	X		
8	Faculty of Arts & Humanities	√	√	√

*Where the Peer-reviewed Journal and Conference are checked, only one is required.

Annex N: Calculation of Egyptian Grade

The credit hour points and modules' grades are estimated as follows:

Table (1) Apply for the Following Faculties:

1. Faculty of Engineering
2. Faculty of Business Administration, Economics & Political Science
    - MSc, Business Administration
    - MSc, Political Science
3. Faculty of Arts & Humanities

Percentage	Points	Grade Symbol
90% and higher	4.00	A
85% to less than 90%	3.70	A□
80% to less than 85%	3.30	B+
75% to less than 80%	3.00	B
70% to less than 75%	2.70	B□
65% to less than 70%	2.30	C+
60% to less than 65%	2.00	C
50% to less than 60%	1.00	D
less than 50%	0.00	F

Table (2) Apply for the Following Faculties:

1. Faculty of Informatics & Computer Science
2. Faculty of Communication and Mass Media

Percentage	Points	Grade Symbol
90% and higher	4.00	A
85% to less than 90%	3.70	A□
80% to less than 85%	3.30	B+
75% to less than 80%	3.00	B
70% to less than 75%	2.70	B□
65% to less than 70%	2.30	C+
60% to less than 65%	2.00	C
57% to less than 60%	1.70	C-
53% to less than 57%	1.30	D+
50% to less than 53%	1.00	D
less than 50%	0.00	F

Table (3) Apply for the Faculty of Dentistry:

Percentage	Points	Grade Symbol
90% and higher	4.00	A
85% to less than 90%	3.70	A⬜
80% to less than 85%	3.30	B+
75% to less than 80%	3.00	B
73% to less than 75%	2.70	B⬜
70% to less than 73%	2.30	C+
68% to less than 70%	2.00	C
65% to less than 68%	1.70	C-
63% to less than 65%	1.30	D+
60% to less than 63%	1.00	D
less than 60%	0.00	F

Table (4) Apply for the Faculty of Pharmacy:

Percentage	Points	Grade Symbol
90% and higher	4.00	A+
85% to less than 90%	3.70	A
80% to less than 85%	3.30	B+
75% to less than 80%	3.00	B
70% to less than 75%	2.70	C+
65% to less than 70%	2.30	C
60% to less than 65%	2.00	D
less than 60%	0.00	F

Table (5) Apply for the MBA prgrammes:

Percentage	Points	Grade Symbol
90% and higher	4.00	A
85% to less than 90%	3.70	A⬜
80% to less than 85%	3.30	B+
75% to less than 80%	3.00	B
70% to less than 75%	2.70	B⬜
65% to less than 70%	2.30	C+
60% to less than 65%	2.00	C
50% to less than 60%	1.00	D
less than 50%	0.00	F

Table (6) Apply for the Faculty of Law:

Percentage	Grade Symbol
97% and higher	A+
From 96% to 94%	A
From 93% to 90%	A□
From 89% to 87%	B+
From 86% to 84%	B
From 83% to 80%	B□
From 79% to 75%	C+
From 74% to 70%	C
From 69% to 65%	C-
From 64% to 60%	D+
From 59% to 55%	D
From 54% to 50%	D-
less than 50%	F

Annex O: Conversion Table for Egyptian to UK Marks for Validated Academic Master Programmes

British Mark (%)	Egyptian Mark (%)	British Mark (%)	Egyptian Mark (%)	British Mark (%)	Egyptian Mark (%)
1	1	32	40	64	79
2	2	33	41	65	80
2	3	34	42	66	81
3	4	34	43	67	82
4	5	35	44	68	83
5	6	36	45	69	84
6	7	37	46	70	85
6	8	38	47	71	85
7	9	38	48	72	86
8	10	39	49	73	86
9	11	40	50	74	87
10	12	41	51	75	88
10	13	42	52	76	88
11	14	43	53	77	89
12	15	44	54	78	89
13	16	45	55	79	90
14	17	46	56	80	90
14	18	47	57	81	91
15	19	48	58	82	91
16	20	49	59	83	92
17	21	50	60	84	92
18	22	50	61	85	93
18	23	51	62	86	93
19	24	51	63	87	94
20	25	52	64	88	94
21	26	52	65	89	95
22	27	53	66	90	95
22	28	53	67	91	96
23	29	54	68	92	96
24	30	54	69	93	97
25	31	55	70	94	97
26	32	56	71	95	98
26	33	57	72	96	98
27	34	58	73	97	99
28	35	59	74	98	99
29	36	60	75	99	100
30	37	61	76	100	100
30	38	62	77		
31	39	63	78		

Note: For professional masters programmes the EG and UK scales are identical since the passing threshold is 50% in both systems.

Annex P: Glossary

The following definitions apply in these Academic Regulations:

Academic Appeal: an appeal by a student against a decision or recommendation of a Programme Examination Board, Dean or University Committee.

Assessment: 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.

Assessment forms: there are two main forms of assessment:

Summative, where a mark is given that contributes to the overall mark for a module;

Formative, where a mark and/or qualitative feedback are given to support future learning, but which do not contribute to the overall module mark.

Assessment methods: methods of formative and/or summative assessment fall into one of five main categories:

Class Test: a written assessment with a fixed time limit conducted in accordance with the Examination and Assessment Regulations, but which is not under the control of the Registrar, and which is organised by the relevant Programme Director outside of an examination period;

Coursework Assessment: examples of coursework include assignments, research papers, presentations, class tests and practical/laboratory-based examinations organised by the relevant department;

Oral Examination: a formal assessment involving oral means of communication and/or demonstration, presentation or defence of a dissertation or project, and which may or may not be used in conjunction with other forms of assessment;

Practical Examination: a formal assessment, with a fixed time limit, that requires the student to have access to laboratory, workshop, computing or other similar specialist facilities provided by the University;

Written Examination: a written assessment with a fixed time limit conducted under examination conditions in a venue designated for the purpose. Examinations may be unseen, seen, or open book (Students granted special provision in examinations shall normally sit such examinations in a venue specially designated for the purpose by the

Faculty). An **unseen examination** is one where the student has had no sight or prior knowledge of the content of the paper prior to the examination.

A **seen** examination is one where the student is advised of the content of the paper prior to the examination although the paper is written under normal examination conditions.

An **open-book** examination is one for which students may bring into the examination specified material which can be highlighted or underlined but not annotated prior to the start of the examination.

Viva Examination: An oral defence of the Thesis / Project to award the PG degree.

Award: any formal qualification awarded by the University to an individual student, which may be either an end qualification or an intermediate award.

Core Module: a compulsory module for students registered on a specified programme.

Co-requisites: Modules which must be studied concurrently by students registered on a specified programme.

Credit: the value of a unit of study, which reflects the amount of learning, including contact time, independent study and assessment.

Degree: an end qualification that may be designated as Bachelor of Science (BSc), Bachelor of Arts (BA), Bachelor of Oral and Dental Medicine, or Bachelor of Pharmacy.

EG Regulations: Egyptian Supreme Council for Universities regulations number 49, 1972.

Examination Hall: an approved venue in which a University examination may be held.

Examination Period: a period of time set aside for the conduct of examinations.

External Students: students who have failed after two years of regular studies, but who repeats for up to two years by attending the assessment of the modules only, without attending any teaching sessions. The University's Attendance Policy is not applied to External Students.

FHEQ: the UK Quality Assurance Agency's Framework for Higher Education Qualification.

Grade Point Average (GPA): is the measure of how high a students scored in the module taken in a given semester an average.

Impaired Performance: circumstances, such as illness or family bereavement, that may have adversely impacted a student's academic performance.

Intended Learning Outcomes (ILOs): every programme has a number of ILOs that describe the knowledge, understanding and skills a student can expect to be able to demonstrate at the end of the programme. These ILOs are delivered through the modules, and each module has its own defined set of ILOs.

Intermediate Award: subject to programme regulations, the highest level of award for which a student is eligible where he or she has not successfully completed the end qualification or wishes to withdraw before completing the end qualification.

Learning Outcomes: statements of what a student can be expected to know, understand and/or be able to do as a result of a learning experience.

Leave of Absence: an authorized period of absence from attendance on a programme.

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

Marking Criteria: guidelines for marking, approved periodically and interpreted by examiners in the context of the subject.

Module: a separate, identifiable and self-contained unit of study at a specified level, delivered over one or two semesters, assessed and given a credit value.

Module Assessment: the processes by which a student is able to demonstrate achievement of the learning outcomes of a module.

Optional Module: a module that is optional for students registered on a program.

Programme: a collection of modules grouped under a specific title, the details and regulations of which have been approved by the University Council as leading to an end qualification, and, where appropriate, to intermediate awards.

Programme Regulations: the regulations governing one or more specified programmes as described in the Programme Specifications.

Progression: moving from one level or year of study to the next is called progression, and the University has well-defined rules about when a student is allowed to progress; normally one level or year must be completed before progression to the next, and decisions about progression are taken by Examination Boards.

Re-assessment: a student may be required to repeat either an entire module/s including all assessments or re-sit one or more failed assessments within a module/s. The form of re- assessment may differ from that of the original assessment:

Repeat: a student may be required to repeat a whole module/s with attendance;

Re-sit: a student may be required to be re-examined in a failed module including re- sitting examination(s) and/or class test(s), re-submitting coursework and/or undertaking any practical-based examination(s) relating to failed assessments.

Re-sit Period: a period of time determined by the University Council in which students may be re-examined in failed or incomplete modules, and/or by the end of which students may re- submit any coursework assessment.

Semester: a specified period of teaching, study and assessment.

Session: one academic year.