



The
**BRITISH
UNIVERSITY
IN EGYPT**

FACULTY OF BUSINESS
ADMINISTRATION, ECONOMICS,
AND POLITICAL SCIENCE

Faculty of Business Administration, Economics and Political Sciences

Undergraduate Regulations

2024

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Introduction

These regulations and procedures apply to all students enrolled in programmes offered by the Faculty of Business Administration, Economics, and Political Sciences (BAEPS) at the British University in Egypt (BUE) who are eligible for a bachelor's degree and any intermediate certificates awarded by the University. These regulations should be read alongside the programme regulations, which provide specific details and requirements for each programme. The Undergraduate Academic Regulations take precedence over the programme regulations unless otherwise specified.

It is students' responsibility to read and comply with the rules and regulations of their study programme.

These regulations operate within Egypt's regulatory framework, as established by the Egyptian Supreme Council of Universities. A student who successfully completes a designated programme in accordance with the relevant regulations is awarded two degrees: one British and one Egyptian. The British certificate is issued by the validating institution that confers the qualification in the United Kingdom. The grades obtained by the student (announced on the student record system) are converted to their equivalent in the Egyptian grading system for the issuance of the Egyptian certificate (see Section Five of these regulations, Clause 23).

A student who is not eligible to obtain the degree granted by the UK validating institution in the United Kingdom may still be eligible to receive the Egyptian certificate, provided they meet the rules outlined.

Section One: Admission and Registration

1. Admission

1.1 Admission to the University is competitive; meeting the minimum admission requirements does not guarantee acceptance. Students must meet the following minimum requirements to enroll:

- Fulfil the enrolment requirements as specified by the University Board Trustees.
- Fulfil the enrolment requirements set by the Egyptian Council of Private Universities, BUE and the Faculty.
- Fulfil the specific enrolment requirements for programme as outlined in the regulations of the relevant programme.

1.2 After obtaining the approval of the Faculty Dean and meeting the enrolment requirements specified by the UK validating institution in the United Kingdom and the Supreme Council of Private Universities in Egypt, a student may enroll in a higher academic year (with exemption from some courses), provided that no exemption is granted from courses at the I or H levels.

1.3 After fulfilling the preceding requirements, students are allowed to register for the first academic year (after the preparatory year). There may be a need to study up to 20 credits (modules) from the preparatory year or the first year consecutively when the previous study does not permit the student to be exempt from these modules. The student studies these modules in addition to the regular modules for the academic year enrolled in (amounting to 120 credits per year).

1.4 The minimum English language prerequisites for students enrolling directly in the first year are delineated in Section Three, Clause 3 of the regulations.

1.5 Students enrolling in advanced academic years (after being exempted from some modules in previous years) are permitted to join the following academic year subject to approval from the academic Department responsible for the programme. This depends on verifying the students' capacity to attend all modules from the previous year, as well as completing 120 credits of the modules in the academic year for which they are registered, without any changes to the study schedules.

1.6 Students who are studying modules from a previous year in addition to the current academic year (as outlined in the preceding clauses) must successfully complete these modules before being allowed to progress to the following academic year.

1.7 In the event of granting a student the right to join an advanced academic level, only the modules studied by the student at the Faculty are considered when calculating the overall.

average of grades and when reviewing grades for condonement (refer to Clauses 14 – 15- 16 of the regulations).

2. Registration

2.1 Students are required to register annually according to the timings and procedures specified by the University's Academic Service Department; failure to register by week 4 of each academic year may result in the change of a student's status to 'withdrawn'.

2.2 Fees are payable by registration on the first day of the academic year.

3. English language requirements for prospective students.

3.1 Students are required to meet the English Language requirements agreed with UK partners before progressing to Degree Year 1 of any UK / Egyptian Dual Degree.

3.2 In addition to the 60 credits of failed modules students may retake 10 credits of English Modules during the resit period.

4. Change of Programme or Programme Specialisation

4.1 A student shall be permitted to request to change his/her programme of study or programme specialisation in accordance with the following rules:

- The request must be submitted within two weeks from the start of the semester in the first academic year of enrolment in the programme or specialisation.
- The request must be submitted within two weeks from the start of the second semester of the first academic year for the programme, particularly when the modules of the first semester are common components for more than one programme or specialisation.

4.2 The student should submit a written transfer request to the Head of the Department responsible for the programme or specialisation they intend to enrol in.

4.3 The Faculty Dean approves changing the programme or specialisation based on the recommendation of the Head of Department after discussing the student's ability to meet the admission requirements for the specified programme or specialisation, as outlined by the Supreme Council of Universities and the Egyptian Ministry of Higher Education, along with the requirements of the new programme or specialisation. The Head of Department may impose conditions for changing the student's specialism, and the student is obliged to fulfil these conditions.

4.4 The performance of students who change their academic programme or specialisation is evaluated in accordance with the aforementioned Article 4.1 above, particularly concerning attendance, assessment, and the number of attempts in the modules of the first semester that are common between programmes or specialisations; the original and the new ones. These evaluations are incorporated into the student's record in the new programme or specialisation.

4.5 If a student fails to pass one of the core modules in the original programme or specialisation, and this module was optional in the programme or specialisation to which the student transferred, it is mandatory for the student to successfully complete this module before advancing to a higher academic level, in accordance with the regulations.

5. Dismissed and Newly Enrolled Students

- 5.1 Students who do not meet the success and progression requirements from the preparatory year to the first year after two years of study are dismissed. The dismissed student may then enrol in another programme within the same Faculty, in accordance with article 4.2 above, provided they meet the admission requirements for the new programme and the specified English language entry level for that year's enrolment in the new programme. Both the Dean of the Faculty and the Head of the Department to which enrolment is sought reserve the right to reject these applications on academic grounds. If approved, the student's enrolment is considered a 'fresh start,' and they may be eligible to register for a UK degree. Attempts to succeed in the modules of the new programme are regarded as first attempts, even if the student had previously failed similar modules in the old programme, in accordance with the regulations governing progression. Credits for common modules between the programmes, including English language modules, may be counted if the student passes them, subject to the usual approval and acceptance procedures by the Ministry of Higher Education. In the case of acceptance into the new programme as a fresh start, the student is permitted a maximum of four attempts in preparatory year courses within two years in the new programme, as per Clause 15.
- 5.2 In cases of a 'fresh start' in a new programme, the rules of article 5.1 apply to preparatory year students after one year of study (which must include two attempts), in situations where the student feels they did not make the correct decision in choosing the appropriate academic programme.

6. Attendance Requirements

- 6.1 A student must obtain permission for any absence from any part of the programme for up to 15 working days. This permission must be obtained from the Head of the relevant Department within a reasonable timeframe before the period of absence.
- 6.2 The Head of Department may, in exceptional cases, approve a leave of absence for up to one academic semester.
- 6.3 The Dean has the authority to approve absence periods of up to one academic year or a complete semester.
- 6.4 The Faculty Council has the authority to approve absence periods exceeding one full academic year.
- 6.5 Requests for absence periods are not permitted after the tenth week of the academic semester.
- 6.6 Any student granted an absence period exceeding 15 days must submit a written notice to the student registration office, indicating their intention to return to studies before the specified return date.
- 6.7 The University reserves the right to deny the return of any student who fails to comply with the provisions outlined in Article 6.1 and 6.6, as well as the regulations above.

Section Two: Programme Details

7. Programme Structure

- 7.1 All taught undergraduate programmes at BAEPS are modular in structure. Each programme year comprises 120 credits of modules, delivered and assessed over two semesters. Normally students are required to study modules equivalent to 60 credits each semester. The maximum allowable credits per semester can be increased to 70 credits, subject to prior approval from the Dean.
- 7.2 English language modules are a mandatory component of every academic programme.
- 7.3 All programmes of the Faculty of Business Administration, Economics, and Political Science (BAEPS) span four academic years. This includes the preparatory year, after which the student progresses to the UK-validated programme, covering the first, second, and third years. Successful completion of the preparatory year is a prerequisite for transitioning to the UK-validated programme.

8. Programme Bylaw

- 8.1 For each programme approved by the University, there is a set of regulations that correspond with the programme specifications.
- 8.2 Approval must be obtained from the University before implementing any significant changes to the programme regulations.
- 8.3 Approval from the Faculty Council and the validating institution is required before making any minor changes to the programme regulations.
- 8.4 No student is allowed to take additional modules outside the approved academic programme without obtaining prior approval from the Head of the Department responsible for the programme. If approval is granted, any grades obtained in these modules will not be considered part of the student's graduation programme.

9. Modules

- 9.1 Each module is assigned a level that reflects the depth of learning required in the relevant year of the programme. The levels are:
- P (Preparatory Level)
 - C (Certificate Level) – degree year 1 after prep.
 - I (Intermediate Level) – degree year 2 after prep.
 - H (Honors Level) – degree year 3 after prep.
- 9.2 The credit value of any module is determined according to specific benchmarks. Modules with 10 credits are equivalent to 100 of total student effort over a 12-week semester, including lectures and tutorials, self-study, revision, and assessment.
- 9.3 Typically, the credits for modules range from 10 to 20 or 30 credits.
- 9.4 The module may be studied over one academic semester or an entire academic year (two academic semesters). The Faculty Council has the right to move a module from semester one to semester two and vice-versa within the same level when necessary.

9.5A module could be included in more than one programme and may differ as an obligatory or elective module among the programmes, and it may be studied by all students and assessed collectively.

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

9.7 Any non-credited component of the programme, such as fieldwork or practical training, which is considered a part of the programme but is not counted within the credited components, may be recorded at any time during the year.

10. Elective Modules

10.1 Students select elective modules either before or during registration at the beginning of the relevant academic semester. A student has the right to submit a request to withdraw from an elective module and enrol in another elective module within two weeks from the start of the relevant academic semester.

10.2 Once students register for an elective module, that module becomes an integral part of the academic programme, unless the student obtains permission to change elective modules in accordance with article 10.1.

10.3 After approval from the Faculty Council, scientific departments can add new elective modules to respond to developments in their respective scientific fields.

11. Structure of Awarded Grades

11.1 Students must complete 120 credits in the preparatory year and in each subsequent academic year, as stipulated below, and successfully pass the Advanced Writing module of the English Language Programme. This is required to obtain the accredited British degree from the UK validating institution and the Egyptian degree.

11.2 The approved credits structure per level for modules in each academic year at the Faculty consists of 60 credits per semester, distributed as follows:

- Preparatory Year: 100 credits from level P courses and 20 credits from English language modules.
- Degree Year 1 after prep: 120 credits from level C modules.
- Degree Year 2 after prep: 120 credits from level I modules.
- Degree Year 3 after prep: 120 credits from level H modules.

Associate/Intermediate degrees

11.3 Students who achieve 120 credits at Degree Year 1 and choose not to continue or are not allowed to continue may be awarded a Higher Education Certificate from the UK- validating institution in the United Kingdom.

11.4 Students who achieve 240 credits at Degree Year 1 and 2, with a minimum of 100 credits at Degree Year 1, and who choose not to continue or are not allowed to continue their programme may qualify for a Higher Education Diploma from the UK-validating institution in the United Kingdom.

12. Exemption from Modules

- 12.1 No exemptions are granted from modules that contribute to determining the student's overall degree classification. The Head of the Department may approve exemptions from individual modules at the P and C levels only, provided that they are convinced that the student has already covered the content of the specific module and can demonstrate that they have achieved the intended learning outcomes of the module.
- 12.2 Exemptions from modules are granted before the initial registration when the student joins the Faculty, and no exceptions are allowed once the student is enrolled in the Faculty.
- 12.3 In the case where a student is granted an exemption from a module, they are awarded the corresponding number of credits. No grades are recorded for the exempted modules.
- 12.4 When calculating the student's overall GPA, the grades of the modules taken within the Faculty are the only ones to be considered (refer to clause 16).

13. Time Frames/Limits

- 13.1 The time limit for a full-time student to complete their academic programme must not exceed twice the normal duration of the programme, excluding approved periods of absence. If a student exceeds this time limit, the degree may not be conferred by the UK-validating institution in the United Kingdom. However, students have the option to continue to qualify for the Egyptian degree.

Section Three: Assessments and Re-assessments

14. Assessments

- 14.1 All modules are assessed in English.
- 14.2 All assessments contributing to accredited grades are related to the intended learning outcomes (ILOs), and the assessment processes should be designed to ensure that students who pass the module and receive grades have achieved the intended learning outcomes.
- 14.3 All modules are assessed according to agreed-upon standards, and the assessment consists of one or more of the following components:
- Coursework: Includes assignments and projects during the semester being assessed.
 - Final Exam: A written exam at the end of the semester.
 - Oral Exam: An oral examination as part of the assessment process.
- 14.4 Coursework may include assignments, research projects, presentations, tests, and practical/laboratory exams, as approved by the relevant Department.
- 14.5 The assessment method for each module, including the relative weight of each assessment component, must be specified in the programme regulations, programme, and module specifications.

- 14.6 The nature of the course work assessment that weight 40% or less can be changed upon the approval of the Department Council and Faculty Council.
- 14.7 A grade out of 100 is awarded for each assessment component using established criteria and equivalent percentage values according to British standards.
- 14.8 The minimum passing grade and the minimum awarding grade at the specified level in each module is set at 40%, unless otherwise specified in the programme regulations. The minimum passing grade for any component of the assessment is 40%.
- 14.9 Oral examinations may be used as a means of assessing the level of achievement, serving as an assessment tool for the intended learning outcomes. Oral exams, constituting 20% or more of the total module grade, must be conducted by a committee of at least two examiners.
- 14.10 A student who previously failed a module and succeeded upon reassessment will receive the minimum passing grade (i.e., 40%), regardless of the actual score achieved in the reassessment. This applies unless the Programme Examination Board, following approval of the student's impaired performance appeal (IP) or academic appeal, deems the student exempt from this rule. In the latter case, the first attempt is discounted, and the reassessment is considered the first attempt.
- 14.11 A student who has passed a module is not allowed to undergo reassessment in the same module for the purpose of improving his/her grades unless there is an approval of a submitted impaired performance appeal (IP).
- 14.12 Programme regulations specify the module descriptions that a student must pass to progress in the programme.

15. Reassessment

Number of Attempts and Time to enter an exam:

- 15.1 Except for English language modules (see item 3 above), students should be allowed a maximum of two attempts in an academic year: usually, the first attempt should be during the relevant semester, and the second during the summer assessment period.
- 15.2 Students must be re-assessed in the following assessment opportunity. Usually, this occurs during the summer assessment period unless they are ineligible according to article no.15.3 and later during the relevant semester of the following academic year if they are eligible according to article no. 15.4.
- 15.3 Except in exceptional circumstances approved by the relevant Programme Examination Board (PEB), the maximum number of credits that students may attempt during Sumer Assessment Period is 60 credits.
- 15.4 In addition to the 60 credits of failed modules students may retake 10 credits of English modules during the resit period.
- 15.5 Without prejudice to article 15.3 above, students must complete or retake any module from the previous academic year as well as retake any failed English language module during the summer assessment, provided they are eligible according to article 15.3 above.
- 15.6 Students who are not allowed to be assessed during the summer assessment period in a single academic year due to article 15.3 and who have successfully completed more than 60 credits (which may include English language modules in the preparatory

year) shall undergo reassessment in the subsequent academic year during the summer assessment period, provided they have not exceeded the maximum allowable attempts as specified in article 15.6 below.

15.7 Students who enrolled in the Faculty in the academic year 2009/10 and subsequent years are allowed a specific number of attempts in modules as follows:

- Preparatory Year: 4 attempts within a maximum period of two years.
- Degree year 1 after prep: 3 attempts
- Degree year 1 after prep: 2 attempts
- Degree year 1 after prep: 2 attempts

Structure and Content

15.8 When there is a need for students to repeat and/or retake one or more modules, the reassessment should follow the same academic structure and be based on the same module content as the initial assessment at the time of the first attempt.

15.9 In exceptional circumstances, and if it is not feasible to reassess one or more assessment components academically during the summer assessment period, such as coursework participation or presentation, and if the module specifications do not include such a case, the module leader must seek the approval of the chair of the Examination Board to develop an alternative reassessment programme that allows students to achieve the intended learning outcomes of the component(s) they failed in the initial attempt. The reassessment may take any form and carries the same weight as the component in the first attempt when calculating the overall module grade, as specified in article 15.9 below. Students are not allowed to choose reassessment in a component they have previously passed.

15.10 Coursework assessments may consist of multiple components, and in the event of a student's failure in one of these components affecting the overall grade of the module, the reassessment is conducted only for the component in which the student failed.

15.11 The Scientific Departments are responsible for reassessing the coursework assessments during the summer assessment period, including scheduling assessments and setting deadlines for assignment submissions, and informing students of the relevant details.

Calculating overall Grades for Second and Deferred Attempts

15.12 Students who fail a module are required to undergo a reassessment of the component/components they failed at the earliest opportunity. The grades obtained in the components passed are added to the grades from the reassessment of the components previously failed, in accordance with article 15.9. Students are not allowed to choose reassessment for components they have already passed.

15.13 If a student fails the overall grade for a particular module in the first attempt, their grades in the components they passed are carried over to the second attempt. If the student achieves lower grades in the second attempt, the grades from the first attempt are calculated for them.

15.14 The final grade for a module in the second and subsequent attempts must be capped at 40%.

16. Condonement rules

- 16-1 Except for the English modules, Programme Examination Boards may consider a student for condonement for failure in two modules to the value of 20 credits if they have:
- Achieved a module mark of at least 30% in the module to be condoned.
 - Passed at least 100 credits in the Degree Year in question;
 - Achieved an average mark of 40% in all other modules of the relevant Degree Year; and
 - The student has not been the subject of a proven academic misconduct allegation for the module for the current academic year.
- 16-2 When calculating a Degree Year average and the Final Award average the original (lower) mark will be used.
- 16-3 Compensation cannot be applied on graduation projects and dissertations.

Section Four: Distance/ Hybrid Learning

17. Hybrid Learning

- 17-1 After consulting the relevant scientific Department and according to the nature of the module, the Faculty Council may decide to deliver a module or more in Hybrid learning (60% face to face and 40% online) or based on other percentages. This action should be approved by the UTLC and the University Board.
- 17-2 After consulting the relevant scientific Department and according to the nature of the module, the Faculty Council may decide to conduct online assessments for one module or more where the assessment is graded electronically. This action should be approved by the UTLC and the University Board.

Section Five: Results, Progression and Certificates

18. Results

- 18-1 All marks, results and classifications must be approved by relevant Programme Examination Boards (PEB) after considering; the recommendations of the MEB, the decisions of IP and AMC where relevant.
- 18-2 The Module Exam Board (MEB) takes place by the end of each semester and in the SAP to examine the results. The results recommended by the MEB is tentative to the approval of the PEB in July or September, as appropriate.

19. Progression and trailing modules

- 19-1 Students must normally complete all modules before they can progress to the next academic year.
- 19-2 Students with incomplete modules can not progress to the next academic year.
- 19-3 A Programme Examination Board may allow a student to progress his/her studies carrying a deficiency of up to 20 credits on the UK / Egyptian dual degree and 2 modules to a maximum of 30 credits on the Egyptian degree only provided it is reasonable to allow a student to do so given their overall academic record and likelihood of success.

19-3 A student who is allowed to progress their studies trailing a module(s) is required to complete that module by the end of the following academic year.

20. Failure and number of attempts

20-1 Students who fail the modules of a specific academic year, may repeat these modules in the following academic year (in accordance with article 15.4).

20-2 Students registered for the UK / Egyptian dual award have a maximum of two years to pass any study year, students who fail to pass any study year after two years will be dismissed from the UK degree track.

21. Award Classification and Criteria

21-1 To be qualified for an award of an academic degree, students should:

- Register annually on the Faculty SRS system.
- Pay all fees
- Complete the academic programme within the legal permitted period, and in case of exceeding this permitted period, student may not be awarded the UK degree.
- Successfully finish all English modules.

21-2 To be awarded the academic degree, student should pass:

- 120 credits in Certificate Level- degree year 1 after prep.
- 120 credits in Intermediate Level- degree year 2 after prep.
- 120 credits in Honors Level - degree year 3 after prep.

Associate/Intermediate degrees

21-3 Student has no right to obtain more than one academic degree from the UK institution. If a student was awarded Associate/Intermediate degree (in accordance with articles 11-3 and 11-4) and reassumed study in the programme, s/he should return the Associate/Intermediate degree to the UK institution before re-joining the programme.

22. Honours and academic degree classifications

Honours and academic degree classifications awarded by the UK institution

22-1 The award will be based on the following bands:

- 1st Class 70%+
- 2nd Class (Upper Division) 60 - 69%
- 2nd Class (Lower Division) 50 - 59%
- 3rd Class 40 – 49

Academic degree classifications awarded according to the Supreme Council of Universities 22-2 The award will be based on the following bands:

- Distinction 85% and higher
- Very Good 75% to less than 85%
- Good 65% to less than 75%
- Satisfactory 50% to less than 65%