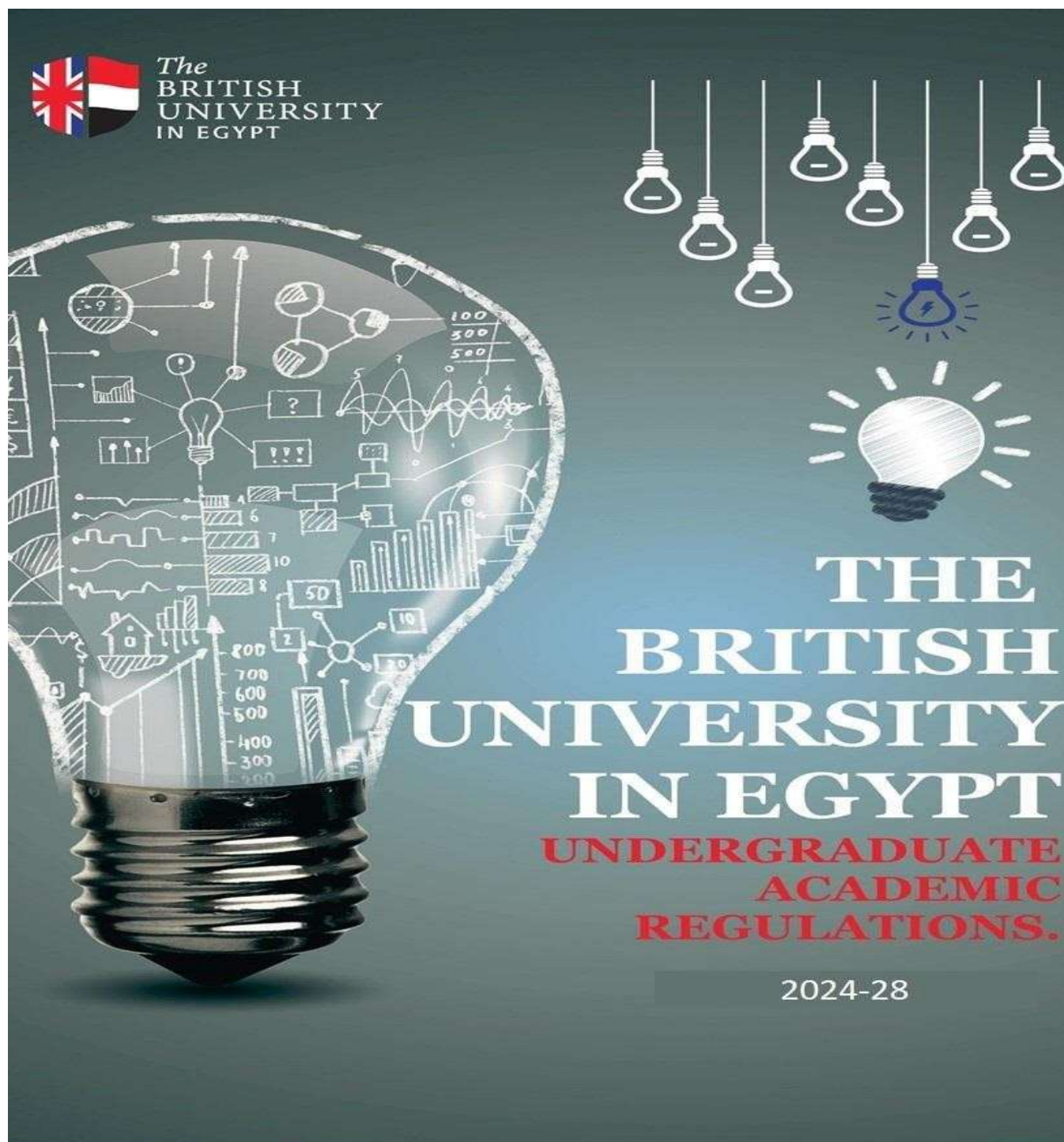


دليل إدارة الامتحانات والتقويم بالجامعة
(GAR) General Academic Regulation



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1. Introduction

- 1.1 The Undergraduate Academic Regulations¹ were approved by The British University in Egypt (BUE)'s University Teaching and Learning Committee and University Council in 2023/24. They take effect from the beginning of 2024/25.²
- 1.2 These Academic Regulations are aligned with the regulatory framework of Egypt, as stipulated by the Egyptian Supreme Council of Universities (SCU) and the Ministry of Higher Education (MoHE).
- 1.3 **Each Faculty must first implement their by-laws. Any matters not covered should be resolved according to these Academic Regulations. Each Faculty must comply with these Academic Regulations, except where Faculty by-laws have precedence.**
- 1.4 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.
- 1.5 These Academic Regulations are reviewed by University Council every two academic years, and any change must receive University Council approval.
- 1.6 These Academic Regulations assure the academic integrity, fairness, transparency, quality, and standards of all our undergraduate (UG) programmes and awards, including UK and non-UK validated programmes.
- 1.7 These Academic Regulations, and associated policies and procedures, apply to all students on UG programmes offered by The British University in Egypt.
- 1.8 Students who successfully complete programmes validated by one of our UK partners, in accordance with the relevant regulations, are granted a dual-degree, with two award classifications and two award certificates and transcripts.
- 1.9 Students must meet the relevant regulations for both UK and Egyptian awards to qualify for a dual-degree, including any additional requirements set out by the UK validating partner.
- 1.10 The Egyptian track award and classification are determined according to the relevant regulations, and the certificate and transcript are issued by The British University in Egypt.
- 1.11 The UK award and classification are calculated according to the UK validating university requirements, and the UK university issues the certificate and transcript. Academic Services has responsibility for the conversion of marks to their UK equivalent for the purposes of calculating the UK award in dual degree programmes.
- 1.12 **The language of instruction and assessment for all modules is English. Exemptions require University Council approval, and are outlined in Programme Specifications.**

¹ Hereafter referred to as the Academic Regulations.

² The British University in Egypt is hereafter referred to as the University.

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

1.14 It is the student's responsibility to read and abide by these Academic Regulations, in addition to any specific rules and regulations of their degree programme.

1.15 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

The University reserves the right to amend and update these admissions, entry requirements, and registration-related policies and procedures.

Admissions

2.1 All entrants must meet the minimum entry requirements set by the Egyptian Supreme Council of Universities, the University Council, and the relevant Faculty. Entry requirements vary depending on Faculty and subject area.

2.2 Entrants admitted to a programme leading to a UK award must also meet any specific requirements set out by the UK validating partner.

2.3 Applicants must obtain a minimum score of IELTS 5.0 (International English Language Testing Systems) or the equivalent score agreed upon by University Council. The equivalent score is normally determined by a standard test taken during the Admissions process.

2.4 Students enrolled in the Faculty of Nursing are required to obtain a minimum score of IELTS 4.0 or the equivalent score agreed upon by the University.

2.5 The University's *Fitness to Study Policy* and, where appropriate, *Fitness to Practice Policy*, is applied before enrolment.

Registration

2.6 Students are required to register annually, and failure to register by Teaching Week 4 of each academic year may result in the withdrawal of student status.

2.7 Fees due are payable at the time of registration, typically on the first day of the academic year, unless special arrangements are agreed with the Finance Office.

2.8 Students withdrawing from the University *before* the start of Semester One are entitled to a refund of 90% of the paid fees. Refunds for students withdrawing *after* the start of Semester One follow the policy agreed upon by the Egyptian Supreme Council of Universities.

2.9 All students entering the University in Faculties *with UK validated programmes* are initially registered on both the Egyptian track award and the UK validated award (that is, for a dual-degree). Students *in these Faculties* and their first study year (Preparatory Year or Degree Year One in a programme with no Preparatory Year) cannot be registered for the Egyptian award only.

Maximum registration period

- 2.10 Students enrolled on a UK award can study for a maximum of two years at the same degree level. This two-year limit excludes any approved suspended years. If a student is unable to progress to the next degree level after two years, they will be removed from the UK track and continue studying for an Egyptian track award.
- 2.11 Students registered for the Egyptian track award only will study the same programme, in accordance with the same programme and module specifications, and take the same assessments and examinations as their counterparts on the dual-degree (Egyptian and UK validated awards), except where specifically stated in these Academic Regulations.
- 2.12 The following rules apply to the maximum registration period **for a dual-degree (UK and Egyptian award)**:
 - 2.12.1 A maximum of two opportunities for assessment in a given academic year for all modules is permitted: normally the first opportunity is during the relevant semester, and the second during the re-sit period;
 - 2.12.2 A maximum of two years to pass any study year is permitted, with students failing to pass any study year after two years being from the UK degree track;
 - 2.12.3 A maximum of four attempts in any module is therefore permitted, with students who fail any module at the fourth attempt being from the UK degree track;
 - 2.12.4 Failure to satisfy the progression requirements, and therefore failure to complete studies within the maximum registration period for the dual-degree, results in dismissal from the UK degree track.
- 2.13 In addition to the above, students registered for a dual-degree with UK validating partner Margaret University (QMU), and who fail more than 80 credits in any year starting from Degree Year One after the Preparatory Year, will be dismissed from the QMU degree track.
- 2.14 In exceptional circumstances, such as long-term illness, and only with the permission of both the University and the UK validating partner, a student may be granted an extension beyond the maximum registration period.
- 2.15 The following rules apply to the maximum registration period **for an Egyptian track award only**:
 - 2.15.1 Students have a maximum of two years of study in the Preparatory Year, or in Degree Year One on programmes with no Preparatory Year (only students entering a Faculty *without a UK validating partner* can register for Egyptian track only at Preparatory Year or Degree Year One in a programme with no Preparatory Year).
 - 2.15.2 Students in Degree Year One in programmes that have a Preparatory Year, or Degree Year Two in programmes with no Preparatory Year, have a maximum of two years of regular study plus one year as an external student;³
 - 2.15.3 Students in Degree Year Two or above, in programmes with a Preparatory Year, or students in Degree Year Three or above in programmes with no Preparatory

Year, have a maximum of two years of regular study plus two years as an external student;

- 2.15.4 Final-year students who pass at least 60 credits of their study load in this year are allowed unlimited attempts to pass the remaining credits;

³ External student status is when a student repeats the degree year by attending the assessment of the modules only, and is not required to attend any teaching sessions or abide by the University's Attendance Policy.

- 2.15.5 Students who reach the maximum registration period for any Degree Year and fail to progress will be dismissed from their Faculty.

- 2.16 Students who have been dismissed from one Faculty can apply again for another. The regulations for Recognition of Prior Learning (RPL) may be used to exempt the student from any module they have already passed.

Change of programme or programme specialism

- 2.17 A student may apply to change his/her programme of study or programme specialism:

- 2.17.1 Within two weeks of registration for the programme or programme specialism and if approved by the Dean and Academic Services, the student will continue on the new programme;

- 2.17.2 Prior to the start of the next academic year, and, if approved by the Dean and Academic Services, the change will be implemented at the start of the next academic year or as permitted by specific Faculty by-laws;

- 2.17.3 Any agreed changes should minimize impact on the student's learning experience.

- 2.18 Students must meet the admissions conditions and requirements of the new programme of study or specialism.

- 2.19 Students may be granted exemption from relevant completed modules in the new programme if they have achieved a passing grade. All such exemptions must be approved by the Dean.

Repeating students

- 2.20 A *re-sit* is where a student can take up to 60 outstanding credits in the summer.

- 2.21 A *repeat* is where a student has more than 60 outstanding credits, so they repeat the year again in order to pass the outstanding modules and/or assessment components.

- 2.22 Students who are re-siting a module as a result of an upheld Impaired Performance (IP) claim will be classified as undertaking a first assessment attempt.

- 2.23 Unless stipulated by the relevant Dean, students who are repeating modules have the option either to repeat the original module they studied or to study the updated version of that module.

- 2.24 Those opting to re-sit modules on which they were first registered, take the assessment associated with the original module, and assessment marks from passed module components of the previous failed module will be carried forward.

- 2.25 Those opting to re-sit the updated module, take the assessment profile of that module, and no assessment marks from the previously failed module will be carried forward. The number of attempts will be continued from the first attempt.

Suspension of studies

- 2.26 Students may suspend their studies for the following reasons:
- 2.26.1 Documented medical conditions and/or physical or mental health issues approved by the University's Clinic;
 - 2.26.2 Absence or forced travel approved by the Dean and Faculty Council;
 - 2.26.3 Military conscription;
 - 2.26.4 Where the circumstances under consideration for Impaired Performance appear to be substantial and it may benefit the student to suspend study and return when he or she is in a better position to resume.
- 2.27 All requests for the suspension of studies must be evidenced by appropriate and official documentation.
- 2.28 Suspension requests are reviewed for potential impact and approved or disallowed by a committee comprised of representatives of Student Affairs, Academic Services, and the Dean of the relevant Faculty.
- 2.29 Suspension requests may occur through the academic year depending on their nature, and while there is therefore no deadline, approval cannot be given if the student has taken any final exams in the year of study.
- 2.30 The maximum period of suspension is two academic years for students registered on dual-degrees (Egyptian and UK validated), and three academic years for students registered for the Egyptian track degree only.
- 2.31 Only in exceptional circumstances, beyond the student's control and severely impacting his/her ability to study (such as long-term sickness, family care responsibilities, or suchlike), will an extension of this two- or three-year period be considered. Such decisions are made on a case-by-case basis by the Dean, and must be finally approved by the Provost (or nominee).

Termination of studies

- 2.32 Students wishing to terminate their studies must submit a written request to the relevant Dean's Office. Termination or otherwise will be approved by the Dean and the Provost (or nominee).
- 2.33 In the event of withdrawal after the start of Semester One, students are not entitled to a refund of their fees, as per the policy agreed by the Egyptian Supreme Council of Universities.

Re-enrolment

- 2.34 A student who has terminated his/her studies may be permitted to re-enrol in the programme with the permission of the Dean and Academic Services, with the Dean applying his or her academic judgement regarding an appropriate time limit for re-enrolment.

- 2.35 The student must confirm his/her re-enrolment to the academic year before Semester One starts.
- 2.36 A student who has failed his/her studies in one programme is permitted to register on another programme with permission from the Dean and the Provost. Where such a request is approved, the student will be deemed to be undertaking a 'fresh start' and be permitted to register for the dual-degree where available. All previous module failures will be discounted.
- 2.37 Re-enrolling students must meet the admissions conditions of the programme they are joining.
- 2.38 Re-enrolling students will be granted exemption from relevant completed modules in which they have already achieved a passing grade. All such exemptions must be approved by the Dean.

3. Recognition of Prior Learning (Exemption from Modules)

- 3.1 Recognition of Prior Learning (RPL) / exemption from module(s) is allowed, subject to scrutiny and approval from the Dean.
- 3.2 The Dean will verify and confirm that the student has already satisfactorily covered the content of the module(s) concerned and can demonstrate that he or she has achieved the published learning outcomes for the module(s).
- 3.3 The granting of exemptions is governed and approved by the Egyptian Supreme Council of Universities.
- 3.4 Exemptions can only be permitted before first registration. Once a student has registered at the University, the only exemptions that may be permitted are in the case of a student transferring from one programme to another and/or one Faculty to another.
- 3.5 Students permitted entry with advanced standing have a maximum of 140 credits in the entry year, which includes credits from that year and those carried over from previous years. Any exempted modules from the entry year will not count towards the 140 credits.
- 3.6 Students permitted to enter the University with advanced standing must meet the English language requirements for their programme of study.
- 3.7 Where a student has been exempted from a module, he or she will be awarded the appropriate number of credits/credit hours. No marks will be attributed to exempted modules, and these modules do not count for compensation purposes. Exemptions will be recorded on the student's transcript.
- 3.8 No exemptions can be given for modules contributing to the calculation of the final award in a UK validated degree.
- 3.9 No exemptions can be given for modules in the final two years of an Egyptian track degree, unless permitted by specific Faculty by-laws

4. Student Attendance Policy

- 4.1 Students are expected to attend and participate in all teaching and learning sessions to benefit fully from their university experience.
- 4.2 Students should contact the relevant Teaching Assistant and then Module Leader if they have any concerns about understanding the requirements and/or content of a *particular module*.
- 4.3 Students should contact their Personal Academic Tutor or their Head of Department / Programme Director if they wish to seek advice *regarding their studies overall*.
- 4.4 Module outlines on the e-learning platform specify the module's *core sessions* for which student attendance is recorded.
- 4.5 *Core sessions* are determined by Module Leaders in consultation with Heads of Department and the Dean, and vary from Faculty to Faculty.
- 4.6 The Student Attendance Policy details a system of absence flagging, 'at risk' warning letters, and ultimately assessment barring in cases of poor attendance:
 - 4.6.1 The *minimum attendance* level required by the University is 75% of all core

sessions, unless specified otherwise in the Faculty by-laws;

- 4.6.2 The 75% minimum attendance requirement applies to *all* English Language modules regardless of Faculty.
- 4.7 These minimum attendance requirements apply to students who are repeating modules⁴.
- 4.8 The minimum attendance requirement commences from the start of each academic year. and applies to all students *throughout each semester and without exception* (NB. in the case of students in their Final Year of study, however, Faculties specify their own minimum attendance requirements as appropriate to educational content and mode of study).
- 4.9 Faculties, at their discretion, may choose to apply this or another attendance requirement in final year, as is deemed appropriate to the level and nature of study and the requirements of projects and dissertations.
- 4.10 Preparatory Year students who start their programme after the commencement of the academic year are expected to attend the minimum attendance requirement of the core modules in their Faculty *from when they commence the programme*.
- 4.11 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.
- 4.12 Operational details for student absence monitoring and associated sanctions are provided in the Student Attendance Policy and its associated Procedure.

⁴ Repeating students may follow a different study schedule in their repeating year, but are nevertheless expected to comply with the Attendance Policy's minimum attendance requirement of core sessions for the modules they are repeating.

5. Programme Structure

- 5.1 The academic year is typically divided into two semesters: Semester One and Semester Two, with a third summer semester used for second intake students.
- 5.2 All taught undergraduate programmes at the University are modular in structure.
- 5.3 The Programme Specification for each programme sets out the specific requirements for each programme of study.
- 5.4 Changes to Programme and Module Specifications must be approved by the University Teaching and Learning Committee. Where applicable, the UK validating partner's approval is also required.

Credits

- 5.5 Normally each Degree Year of an undergraduate programme comprises 120 credits of modules, delivered and assessed over two semesters.
- 5.6 Normally students pursue a maximum of 60 credits in each semester. Exceptions require the approval of the relevant Dean.
- 5.7 Students who wish to take additional modules outside their approved programme of study require the approval of the relevant Dean(s).

Modules

- 5.8 Prerequisites and/or co-requisites may be defined for any module where required and shall be detailed in the Programme and/or Module Specification.
- 5.9 The language of instruction and assessment for all modules is English. Exemptions require the approval of the University Council and are outlined in Programme Specifications.
- 5.10 Exemptions to teach and assess students on the UK degree track in any other language but English requires approval by the relevant UK validating partner.

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 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 Final project assessments that include presentations, reports, artefacts, etc.;
 - 6.5.5 In-class assessment;
 - 6.5.6 Oral examination;
 - 6.5.7 Dissertation 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) defined in the Programme Specification 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 Student Support Officer or Senior Assistant Registrar (SAR) for further guidance on reasonable adjustments.
- 6.9 Where a student requires special provision for his/her assessment(s) due to a temporary or short-term condition (for example, resulting from an accident or medical procedure), the student should refer to the Impaired Performance procedure.

Re-assessment of an assessment

- 6.10 Students may re-sit a module and/or assessment component in only two circumstances:
- 6.10.1 Re-sit due to failure, *in which case the module will be capped at the pass mark;*
 - 6.10.2 Re-sit due to an upheld Impaired Performance claim or appeal, *in which case the module will not be capped.*
- 6.11 Normally the form and structure of re-assessment is the same as or similar to the first attempt.
- 6.12 In exceptional circumstances, where it is impracticable to set a component of re-assessment during the re-sit period, the Module Leader will seek the Chair of the Programme Examination Board's permission to set an alternative re-assessment that allows the student to demonstrate achievement of the learning outcomes of the component(s) of assessment. This re-assessment is accorded the same weight as the component(s) failed at the first attempt. Students are not permitted to select the form of re-assessment.

- 6.13 Students are required to re-sit all failed assessment components.
- 6.14 The maximum mark for a re-sit module due to failure at the first attempt is the minimum pass mark.
- 6.15 Unless stipulated by specific programme regulations, marks for components previously passed are combined with the re-assessment mark to determine the overall module mark (Dentistry and Pharmacy are exceptions).
- 6.16 Unless stipulated by specific programme regulations, where a student chooses not to be re-assessed in a previously failed component or achieves a lower mark on re-assessment, the highest previous mark is used to calculate the overall mark for the re-assessed module (Dentistry and Pharmacy are exceptions).

Faculty of Nursing: Practice Placements

- 6.17 A practice placement is defined as a period of discrete clinical experience of four weeks or more, which is formally assessed as set out in the programme and module specifications.
- 6.18 Students must submit a completed Practice Record document by the date stipulated in that document.
- 6.19 A student who submits a completed Practice Record document after the submission date, without the agreement of the Programme Director, will normally be deemed to have failed the placement.
- 6.20 To achieve a pass in the assessment by *Objective Structured Clinical Examination* (OSCE) of Nursing Skills in Years 1–2, the student must attend and pass 100% (that is a pass in all stations undertaken).
- 6.21 In the Faculty of Nursing, an unsatisfactory assessment must be retrieved during the subsequent placement. A student will be allowed one retrieval attempt at each clinical placement.
- 6.22 If a student fails to retrieve the unsatisfactory assessment, he or she will normally be required to withdraw from the programme.
- 6.23 A student who, as a result of disciplinary action, cannot continue in practice placements will be required to discontinue his or her studies.
- 6.24 A student will normally be required to satisfy practice placement requirements before being permitted to progress to the next stage of the programme.

Late Submission Policy

- 6.25 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.
- 6.26 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.

- 6.27 A student who fails to submit a summative assessment component by the published deadline may submit it within seven days (one week) of that deadline for a capped outcome of no more than the pass mark for that component. This is 40% for most programmes, but pass marks do vary across Faculties.
- 6.28 A summative assessment component submitted late but within seven days (one week) of the published deadline will be marked as normal, but the mark withheld, and the mark capped. If an Impaired Performance claim is upheld, the mark will then stand. If an Impaired Performance claim is not upheld, the capped outcome will stand.
- 6.29 Only late-submitted *module component* marks are capped, not the overall module.

Examination Papers

- 6.30 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

- 6.31 Academic Services collaborates with each Faculty's Exam Officer to schedule and conduct all final written examinations.
- 6.32 The Head of Department, Programme Director or the Vice Dean (Teaching and Learning) is responsible for scheduling and conducting all class tests, and oral and practical examinations.

Marking in Faculties providing UK / Egyptian dual-degrees (also applies to the Chinese programme in Arts and Humanities)

- 6.33 A percentage mark (a mark out of 100) is awarded for each assessment component using UK marking standards, and an aggregate based on each component of the assessment's weighted score is used to calculate the overall module mark.
- 6.34 The minimum overall module mark for a pass and award of credit at the specified level is 40%. Some Faculty-specific regulations are in place, as detailed in their by-laws.
- 6.35 Marks calculated at 0.5 or above are rounded up, while those calculated at 0.4 and below are rounded down.
- 6.36 A student who has been awarded credit in a module is not permitted to be re-assessed in that module in an attempt to improve the module mark, except where an appeal is upheld or an Impaired Performance claim is approved.

Marking in Faculties providing Egyptian-only awards (Pharmacy and Dentistry)

- 6.37 Students registered on the Egyptian-only award track study alongside students registered on both awards (dual-degrees).
- 6.38 Students are required to obtain a minimum of 30% in unseen exams.

- 6.39 Unless otherwise specified in the programme regulations, the minimum overall module mark for a pass and award of credit at the specified level is 50% for non-core modules and 60% for core modules.
- 6.40 A percentage mark (a mark out of 100) is awarded for each assessment component using Egyptian marking standards.

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 Department 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, this will be discussed with the Dean or nominee. In instances of concern, or where no agreement is reached between the two markers, the entire cohort's scripts will be re-marked 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.

Borderline marks

- 6.46 Borderline marks are those below the pass threshold by 1-2 percentage points. In most cases these are 38 and 39 (with a pass mark of 40).

In the Faculties of Pharmacy and Dentistry, for example, marks of 28 and 29 (compensation mark 30), 38 and 39 (pass mark 40), 48 and 49 (pass mark 50), and 58 and 59 (pass mark 60) are included.

- 6.47 In the case of a borderline mark, Module Leaders check the student's work to consider whether the borderline mark should be raised or reduced. Actions to resolve borderline marks must be taken *prior to the Examination Board*, and should not be brought to the Board for decision.

Progression and trailing modules

- 6.48 Students are required to attempt all assessments, and must normally complete all modules before they can progress to the next academic year.
- 6.49 A Programme Examination Board may permit a student to progress their studies into the next academic year trailing *either* a deficiency of up to 20 credits on the UK / Egyptian dual-degree *or* two modules to a maximum of 30 credits on the Egyptian-only degree.

- 6.50 Students registered on the Nursing programme are permitted to trail up to 20 credits from one year to the next, given that modules to be trailed are not listed as prerequisites. Nursing students, however, may not trail specialist nursing modules that include work- based learning, e.g. Adult Health Nursing, Family Health, Child and Adolescent Health.
- 6.51 Students registered on the Dentistry programme are *not* permitted to trail any modules from Degree Year 1 to Degree Year 2, or from Degree Year 3 to Degree Year 4, but are permitted to trail English Language modules.
- 6.52 The decision to permit a student to trail modules will only be made if it is reasonable to do so given the student's overall academic record and likelihood of success, and the trailed module(s) must be completed by the end of the following academic year.
- 6.53 Students are not permitted to trail modules listed as prerequisites in the Programme Specification.
- 6.54 Subject to approval by the Chair of the Examination Board (normally the Dean, who may consult the Programme Director), a student who is permitted to progress his or her studies while trailing failure in an *optional* module(s) may be allowed to make good the deficiency in *either* the same failed module *or* an approved alternative module of at least the same level and credit value. In both cases, this will be counted as an attempt.
- 6.55 Where a student does not complete a module because of an upheld Impaired Performance claim, the Programme Examination Board will consider his or her progression on an individual basis.
- 6.56 Except in exceptional circumstances that are approved by the relevant Programme Examination Board, the maximum number of credits that students may attempt during the Summer Assessment Period is 60 credits.
- 6.57 The Programme Examination Board may allow the student to re-sit 65 credits if the student is not entitled to compensation for any module.
- 6.58 In addition to the maximum of 60 credits that students may re-sit, students may also re- sit 10 credits of English modules, or modules with accepted Impaired Performance/Academic Appeal during the re-sit period, only if the students are not entitled to compensation for any module. In that case, the students can re-sit with a maximum of 70 credits.
- 6.59 For the following Faculties students are not permitted to re-sit their Graduation Project in the Summer Assessment Period: Engineering; Informatics and Computer Science; and Energy and Environmental Engineering.

Compensation

- 6.60 Compensation will be applied, on a case-by-case basis, in the form of added marks to the compensated modules, to raise the actual overall module mark to the passing mark.
- 6.61 Compensation is not permitted in instances of failure in:
- 6.61.1 English Language modules;
 - 6.61.2 Modules with a plagiarism or misconduct flag;

- 6.61.3 Graduation Project in all programmes in the Faculties of Engineering, Informatics and Computer Science, and Energy and Environmental Engineering;
- 6.61.4 Modules on the Pharm D and Pharm D Clinical programmes in the Faculty of Pharmacy;
- 6.61.5 Modules on the Margaret University validated dual-degree in Nursing.

Compensation for failure for students on dual-degree awards

- 6.62 Programme Examination Boards *for dual-degrees* may consider a student for compensation for failure in up to 20 credits if they fulfil *all* the following in the relevant Degree Year:
 - 6.62.1 Achieved a module mark of at least 30% in the failed modules;
 - 6.62.2 Passed at least 100 credits;
 - 6.62.3 Achieved a year average of 40%;
 - 6.62.4 Does not have a plagiarism or misconduct flag in the module for which compensation is being considered.
- 6.63 Additionally, students of the Faculty of Energy and Environmental Engineering must have achieved 30% in the unseen exam in the module for which compensation is being considered.
- 6.64 A student who fails more than 20 credits in a particular study year is not entitled to compensation in this study year.
- 6.65 A student is eligible for compensation if his or her academic progression is affected as follows:
 - 6.65.1 Progress in all modules from the current study year;
 - 6.65.2 Progress in all modules trailed from the previous year;
 - 6.65.3 Progress in all modules from the current study year in addition to any trailing modules from a previous year.
- 6.66 A student can be compensated in up to 20 credits from the current study year *and* 20 credits in the trailing modules from a previous year if he or she fulfils the compensation requirements in both study years.

Compensation for failure for students on Egyptian track awards only

- 6.67 Students must have achieved a module mark that is no more than 10% below the pass mark for the module being considered for compensation e.g. for a 40% pass mark module, students must achieve a minimum of 30% to be considered for compensation.
- 6.68 Students must also achieve the minimum mark for specific assessments in the Faculties of Dentistry and Pharmacy.
- 6.69 A maximum of 20 marks is available for compensation for failure in each study year,

with these marks used for all modules including modules trailed from the previous year.

- 6.70 Compensation is applied to change the status of students. For any eligible student for compensation, the Programme Examination Board evaluates case-by-case and decides one of the following outcomes:
- 6.70.1 Changed from repeat to re-sit with 60 credits;
 - 6.70.2 Changed from repeat to progress with two trailed two modules up to 30 credits after the re-sit period;
 - 6.70.3 Changed from repeat to progress with no trailed modules /or graduate;
 - 6.70.4 Changed from re-sit to progress with no trailed modules /or graduate;
 - 6.70.5 Changed from progress with trailed modules to progress with no trailed modules.
- 6.71 The number of compensation marks that can be utilised for each module depends on the module credits.
- 6.72 The maximum number of marks that can be compensated is 20, depending on the credits of the module. For example, for a 10-credit module, if one mark is added it will consume 1 out of the total of 20 marks that can be compensated, and for a 20-credit module, if one mark is added it will consume 2 marks, and so on.
- 6.73 Compensation marks for repeaters are not renewed each academic year, therefore they will have only the remaining compensation marks from the same study year.
- 6.74 Compensation marks should not be carried from one study year to another.
- 6.75 Additional marks and a lower threshold are available for students at risk of being dismissed from the University as follows:
- 6.75.1 In addition to the compensated marks remaining from Semester Two, a maximum of 20 marks will be added and the total marks will be available for compensation.
 - 6.75.2 The minimum mark for modules to be considered for compensation is 15% below the pass mark.
- 6.76 No additional marks are available for graduating students in all Faculties.
- 6.77 When calculating a Degree Year Average and the Final Award Average the original (lower) mark will be used.

Publication of results

- 6.78 Only Academic Services is permitted to publish marks, results and classifications approved by relevant Examination Boards.
- 6.79 Semester One marks are made available to students at the earliest possible opportunity. Students are informed that these marks are provisional and may be adjusted upwards or downwards by the Examination Board before confirmation.

- 6.80 Semester Two marks, results and classifications are not made available to students until after confirmation by the Programme Examination Board.
- 6.81 On completion of the programme, each student receives a formal transcript issued by Academic Services.

Mark Entry check into calculation and/or recording of marks

- 6.82 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.
- 6.83 Students may not request a re-mark or re-evaluation their work via this process.
- 6.84 Where an administrative error is discovered it must be corrected, whether it results in the mark in question being adjusted upwards or downwards.
- 6.85 The procedure for mark entry check is available at <https://www.bue.edu.eg/academic-services>.

Renouncing the UK award (transfer to the Egyptian track)

- 6.86 Students registered for a UK/Egyptian dual-degree may request to renounce the UK award and register for the Egyptian track award alone if this will change their academic status after applying the Egyptian award regulations:
- 6.86.1 Changed from repeat to re-sit;
 - 6.86.2 Changed from re-sit to progress/graduate;
 - 6.86.3 Changed from repeat to progress with/without modules;
 - 6.86.4 Changed from repeat to graduate.
- 6.87 Students in their first year of study (Preparatory Year or Degree Year One in programmes without a Preparatory Year) are not permitted to renounce the UK award.
- 6.88 Requests to renounce the UK award can be submitted after the results of Semester Two and/or the Summer Assessment Period re-sit(s) and before the deadline announced by Academic Services.
- 6.89 Academic Services reviews all the requests, confirming if a student is eligible to transfer from a dual-degree to an Egyptian track award in accordance with changing his or her academic status, and informs the student whether the request is accepted or rejected.
- 6.90 Where the request to transfer from a dual-degree to an Egyptian track award is accepted, and the student's academic status is changed, he or she cannot return to the dual-degree.

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 Provost, that particular student is permitted to continue his or her coursework and/or practical components in Week 13 of each semester, and be assessed as normal (or with an alternative assessment of the same level, with the same Learning Outcomes, etc. if necessary).*

This means that student does **not** submit an Impaired Performance request, await its outcome, and delay assessment until the Summer Assessment Period.

- 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.
- 7.17 Tighter time frames may be applied for the Summer Assessment Period (SAP), based on the tight gap between SAP assessments and Examination Board dates, and in recognition of the smaller student numbers during SAP.

Impaired Performance process

- 7.18 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.

- 7.19 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.
- 7.20 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.
- 7.21 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

7.22 **The Impaired Performance Panel membership is normally:**

- **One senior member of staff from the Office of the Provost (Chair);⁵**
- **The Vice Dean (Teaching and Learning) of the Faculty submitting the claim(s);⁶**
- **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

- 7.23 The IP Panel considers all claims recommended as eligible by Deans, and supporting evidence, and makes one of the following decisions:
- 7.23.1 **No appropriate grounds and/or evidence** – claim is rejected;
- 7.23.2 **No indication of impairment, although there are appropriate grounds supported by clear evidence** – claim is upheld, with no change to the mark;
- 7.23.3 **Clear evidence of impairment based on valid grounds supported by appropriate evidence** – claim upheld, and the IP Panel makes one of the following decisions:⁷
- set aside (discount) the student's assessment attempt and allow another attempt for the assessments covered by the claim;

⁵ The responsibility of the Office of the Provost Chair is to ensure consistency in the decision-making across the University.

⁶ The Dean is not a member of the Impaired Performance Panel, as he or she is Chair of the Faculty's Disciplinary Committee

⁷ The upheld Impaired Performance decisions listed here have been verified as compliant with both NAQAAE and Egyptian Ministry of Higher Education regulations.

- 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;
 - ask the Faculty to set an alternative assessment before the Summer Assessment Period, covering the same Learning Outcomes as the original assessment.
- 7.24 The secretary informs students of the Panel outcomes within 5 working days of the Panel.
- 7.25 **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).**
- 7.26 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

- 7.27 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>.
- 7.28 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>
- 7.29 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 Tighter time frames may be applied for the Summer Assessment Period (SAP), based on the tight gap between SAP assessments and Examination Board dates, and in recognition of the smaller student numbers during SAP.
- 8.5 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

- 8.6 According to the law of the Egyptian Universities Organising Act, *there are two types of university misconduct. Academic misconduct (as opposed to non-academic misconduct, which relates to student behaviour, and is specified in the University's by-laws, Article 22) by any student falls within these Academic Regulations, and is defined as engagement in one or more of the following activities:*

- 8.6.1 **Clear and identifiable cheating and/or inappropriate behaviour in an examination venue are disciplinary offences. The student will be ejected immediately from the venue by the Dean or representative, the examination attempt forfeited, and the case investigated by the University's Legal Department.**

Thereafter, the student is referred to the Disciplinary Committee as per Article 226 of the University's by-laws, in which specific sanctions are applied.

Membership of the Disciplinary Committee 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 (Teaching and Learning);**
 - **The most senior professor from the Faculty according to the law.**
- 8.6.2 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;
 - 8.6.3 Misleading examiners by the fabrication or falsification of data or by other means;
 - 8.6.4 Use of essay writing services, arranging for another individual to undertake the required academic work, and similar forms of cheating;

- 8.6.5 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;
- 8.6.6 Unauthorised, undeclared or otherwise inappropriate use of Generative Artificial Intelligence (AI) tools, such as ChatGPT, where this is explicitly disallowed.⁸
- 8.7 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.
- 8.8 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).
- 8.9 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.
- 8.10 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

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

Please note as above that clear and identifiable cheating and/or inappropriate behaviour in an examination venue will be investigated immediately by the Legal Department and thereafter sanctioned by the Faculty’s Disciplinary Committee as per Article 226 of the University’s by-laws.

⁸ The British University in Egypt continues to monitor Egyptian and international Higher Education sector guidance related to development and use of Generative Artificial Intelligence (AI), and is committed to the principles of academic integrity, including ethical and responsible use and engagement of students in consideration of fairness and transparency.

- 8.12 Legal rules applicable to cases of alleged academic misconduct are:
- 8.12.1 Articles 224-42 of the internal Regulations of The British University in Egypt, issued in October 2019 and amendments thereto;
 - 8.12.2 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.
- 8.13 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.
- 8.14 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
- 8.15 The Faculty Academic Misconduct Panel typically meets once per semester.
- 8.16 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.
- 8.17 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.
- 8.18 **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 (Teaching and Learning);**
 - **The most senior professor from the Faculty according to the law;**
 - **The SAR of the relevant Faculty.**
 - **The Dean of Faculty can invite a representative of Academic Services to act as secretary to the Panel.**
- 8.19 The Faculty Academic Misconduct Panel considers reported cases and concludes one of the following outcomes:⁹
- 8.19.1 **No case to answer** – mark awarded is normally approved;
 - 8.19.2 **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;

⁹The University's oversight of Academic Misconduct is conducted via an annual audit of numbers and types of upheld and dismissed cases and penalties imposed from each Faculty. This is held centrally by Academic Services, which scrutinises data and prepares an annual briefing for the Provost.

8.19.3 **Allegation of academic misconduct upheld** – an academic misconduct penalty is imposed.¹⁰

8.20 Where there is unresolved disagreement between members of the Faculty Academic Misconduct Panel, the case is referred to the Provost for conclusion.

8.21 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*.

8.22 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

8.23 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*”.

8.24 Penalties for general misconduct according to the law and the Article No 236 of The British University in Egypt's Regulations, issued in October 2019, range from written warning to temporary or final dismissal from the University, and *these have been interpreted for academic misconduct purposes only* as the following:

Level of study	First year of study (Preparatory Year)			Higher levels of study (Degree Year 1 and above)		
	1 st offence	2 nd offence	3 rd offence	1 st offence	2 nd offence	3 rd offence
Attempt to cheat in assessment or examination	Zero mark for examination	Zero mark for whole module with opportunity to re-sit	Zero mark for whole module with no opportunity to re-sit	Zero mark for examination	Zero mark for whole module with opportunity to re-sit	Zero mark for whole module with no opportunity to re-sit
Plagiarism	Assessment mark capped at minimum passing mark	Zero mark for assessment	Zero mark for assessment	Zero mark for assessment	Zero mark for whole module with opportunity to re-sit	Zero mark for whole module with no opportunity to re-sit
Assessment Regulations breach	Formal reprimand	Assessment mark capped at minimum passing mark	Zero mark for assessment	Assessment mark capped at minimum passing mark	Zero mark for assessment	Zero mark for whole module with opportunity to re-sit

8.25 Starting from the *fourth offence*, the Faculty Academic Misconduct Panel can consider

¹⁰ In *imposing a penalty*, the Faculty Panel takes into account the nature and seriousness of the offence, the student's level of study, and any history of previous academic misconduct (see *Penalties for Academic Misconduct* table below).

the following penalties for repeat academic misconduct offences:

- 8.25.1 Failure in all modules from the relevant semester with opportunity to re-sit during the SAP.
- 8.25.2 Failure in all modules from the relevant semester with no opportunity to re-sit during the SAP.

8.26 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

8.27 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.

8.28 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.**

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

8.30 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.

8.31 Without appropriate grounds, the appeal will be rejected.

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

8.33 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

8.34 *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.

8.35 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:

- 8.35.1 written notice;
 - 8.35.2 warning;
 - 8.35.3 deprivation of certain student services;
 - 8.35.4 deprivation of attendance at a programme for a period not exceeding one month;
 - 8.35.5 dismissal from the University for a period not exceeding one month;
 - 8.35.6 deprivation of examination in one module or more;
 - 8.35.7 suspended enrolment for a master's degree or doctorate for a period not exceeding two months or for a semester;
 - 8.35.8 cancellation of examination in one module or more;
 - 8.35.9 dismissal from the University for not more than one semester;
 - 8.35.10 deprivation of examination for one semester or more;
 - 8.35.11 deprivation of master's or doctoral enrolment for one or more semesters;
 - 8.35.12 dismissal from the University for more than one semester.
- 8.36 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.
- 8.37 Final dismissal will follow investigation, and the student may appeal against this penalty according to the University's Regulations, Article 231.

9. 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.

Appointment of External Examiners

9.2 There are several different External Examiner roles: Programme External Examiner, Project External Examiner, Oral Examination External Examiner, External Evaluator and Preparatory Year Examiner. The type of External Examiner appointed to a particular programme will vary, and individuals may be appointed to more than one External Examiner role within the University.

- 9.2.1 **Programme External Examiners** are appointed for Egyptian track programmes by the Office of the Provost, and for UK validated programmes by the partner. External Examiners are required to meet the appointment criteria of both the University and the UK validating partner;
- 9.2.2 **Project Examination External Examiners** are nominated by the relevant department and approved and appointed by the Dean;
- 9.2.3 **Oral Examination External Evaluators and External Evaluators** are appointed by the Dean based on the nomination of the Module Leader. External evaluators are BUE-appointed subject experts who attend graduate project discussions, presentations, viva and oral exams.

9.3 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 Programme External Examiners

9.5 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.

9.6 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.

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

Responsibilities of Project Examination External Examiners

- 9.12 Project Examination External Examiners are responsible for scrutinising student projects.
- 9.13 They are entitled to view completed dissertations, projects and any associated reports to reach judgements on standards.
- 9.14 Project Examination External Examiners provide written reports on each student to the Programme External Examiners.

Responsibilities of Oral Examination External Examiners

- 9.15 Oral Examination External Examiners are responsible for undertaking and marking oral examination of students.

Examination Boards

- 9.16 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

- 9.17 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 Provost must be informed immediately.
- 9.18 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:
- 9.18.1 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;

- 9.18.2 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;
- 9.18.3 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

- 9.19 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.
- 9.20 The Module Examination Board is responsible for a module or closely related group of modules, and its functions are:
- 9.20.1 To consider module marks and the award of credit;
- 9.20.2 To take into account any special circumstances which may have impacted a module;
- 9.20.3 To ratify module marks.

Module Examination Board membership

- 9.21 The Module Examination Board membership is:
- Dean (Chair) or nominee;
 - Vice Dean (Deputy Chair);
 - Relevant academic staff who teach the modules being examined;
 - At least one member of the UK validating partner (where relevant);
 - A representative from Academic Services to provide support to the Board;
 - The Provost has the right to be in attendance at Module Examination Boards;
 - Servicing the Board is the responsibility of the Faculty.
- 9.22 To be quorate, the Module Examination Board must have the following members present or online:
- Chair (Dean) or Deputy Chair (Vice Dean);
 - An academic representative of each module being examined;
 - One member of any UK validating partner (where relevant).

- 9.23 The Programme External Examiner(s) will receive reports and recommendations from the Project and Oral Examination External Examiners (where relevant).
- 9.24 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

- 9.25 The Programme Examination Board is responsible for a programme or closely related group of programmes, and its functions are:
- 9.25.1 To consider module marks and the award of credit;
 - 9.25.2 To take into account recommendations of the Impaired Performance Panel regarding mitigating or special circumstances;
 - 9.25.3 To consider exceptional circumstances and cases for compensation for failure,
 - 9.25.4 To approve the academic progression of students;
 - 9.25.5 To determine the opportunities, if any, for the retrieval of failed modules;
 - 9.25.6 To consider and agree on the award of degrees and other awards in accordance with the Academic Regulations.

Programme Examination Board membership

- 9.26 The Programme Examination Board membership is:
- Dean (Chair) or nominee;
 - Vice Dean (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 representative of the UK validating partner (where relevant), who may co-Chair;
 - A representative from Academic Services to provide support to the Board;
 - The Provost has the right to be in attendance at Programme Examination Boards;
 - Servicing of the Board is the responsibility of the Faculty.
- 9.27 To be quorate the Programme Examination Board must have the following members present or online:
- Chair or Deputy Chair;
 - Vice Dean;
 - Programme External Examiner;
 - A representative from the UK validating partner (where relevant).

- 9.28 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

- 9.29 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.
- 9.30 The Programme Examination Board considers cases where the student's overall weighted average mark is 2% below the minimum average required for the next classification, and may decide to award the higher classification provided that the student meets the following criteria:
- 9.30.1 At least 60 credits of the level 6 modules are at the higher classification;
 - 9.30.2 No professional, statutory, or regulatory body restrictions prevent the operation of discretion at classification boundaries.
- 9.31 Programme External Examiners approve marks during Programme Examination Boards.
- 9.32 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. Award classification, marking equivalency and conversion, and graduation

Structure of University awards

- 10.1 To be awarded a UK validated degree, students are required to complete the relevant number of credits on the Framework for Higher Education Qualifications (FHEQ) or the Scottish Credit and Qualification Framework (SCQF) of the UK Degree-Awarding Bodies.
- 10.2 The above is in addition to the Preparatory Year specialist modules and other requirements of the Egyptian Supreme Council of Universities that are required for the Egyptian track degree.
- 10.3 Each module is assigned a Level, number of credits and weighting, and this reflects the depth of learning required in the relevant programme year.

Permission to practice (Medical Degrees) - Dentistry

- 10.4 The degree certificate issued by the University is not a license to practise Dentistry in Egypt. To be entitled to apply for registration with the relevant Egyptian syndicate, the student must be awarded a degree and also have:
 - 10.4.1 satisfactory completion of all clinical practice placements in Degree Year 5; and
 - 10.4.2 completion of a 12-month internship.

Permission to practice (Medical Degrees) - Nursing

- 10.5 The degree certificates issued by the University and the UK validating partner Margaret University are not a license to practise Nursing in Egypt. To be entitled to apply for registration with the Egyptian Ministry of Health, the student must be awarded a degree and also have:
 - 10.5.1 satisfactory completion of all clinical practice placements of the internship year; and
 - 10.5.2 completion of the necessary placement hours to meet government requirements.

Permission to practice (Medical Degrees) - Pharmacy

- 10.6 The degree certificate issued by the University is not a license to practise Pharmacy in Egypt. To be entitled to apply for registration with the relevant Egyptian Syndicate, the student must be awarded a degree and also have:
 - 10.6.1 completed 36 weeks internship in the sixth year of study; and
 - 10.6.2 successfully applied for a licence to practice.

Requirement for all graduate awards/degrees

- 10.7 To qualify for an award, all students must have completed/achieved all of the following:
 - 10.7.1 Registered annually with the University;
 - 10.7.2 Paid all prescribed fees and charges;

- 10.7.3 Satisfactorily completed a programme of study within the approved time limit;
- 10.7.4 Achieved 120 credits in the Preparatory Year or an equivalent thereof;
- 10.7.5 Achieved the number of credits at the required level as set out in the programme specification;
- 10.7.6 Obtained a minimum passing score of 40% on the UK track scale or 50% on the Egyptian track scale (any discipline-specific pass mark variations are noted in the relevant Faculty's by-laws);
- 10.7.7 Successfully completed any other graduation requirements as described in the Programme Specification;
- 10.7.8 Successfully completed other graduation requirements as set out by the Egyptian Supreme Council of Universities.

Calculation of the Egyptian track degree only

- 10.8 For students on the Egyptian track degree, marks achieved in all programme modules studied are converted to their Egyptian equivalent on the basis of the conversion table held by Academic Services.
- 10.9 **A final overall average mark is calculated for each student from the ratio of the total sum of the weighted marks for all the modules in the student's programme of study to the sum of the maximum marks possible in these modules, including, where relevant, the Preparatory Year modules.**
- 10.10 An overall grade for the Egyptian track degree is awarded to the student based on the final overall average mark calculated as set out above, rounded up or down to the nearest percentage (with some Faculty by-law alternatives, for example in Law, Pharmacy and Engineering) and in accordance with the following classifications:

All Faculties, except those with Faculty by-law alternatives

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

- 10.11 The Programme Examination Board can grant a 1% discretion to raise students in the borderline classification to the higher classification without changing the average.
- 10.12 The Programme Examination Board can grant a 1% or 2% discretion to raise the students with the Egyptian scale to reach the minimum required average (50%).
- 10.13 An Honours degree classification is granted provided that:
 - 10.13.1 The student's year average has not fallen below 'Very Good' in any single year of the programme (including the Preparatory Year in five-year programmes);
 - 10.13.2 No modules have been failed throughout the programme of study (including Preparatory Year modules), except with an upheld Impaired Performance or upheld Academic Appeal;
 - 10.13.3 There is no history of Academic Misconduct.

Calculation of the UK Degree (excepting those awards in the Scottish Credit and Qualifications Framework (SCQF))¹¹

10.14 The UK award is based on the following bands:

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

10.15 The UK award classification is based on two combined weighted average marks (for students *joining the first validated year of a University of London South Bank University (LSBU) dual-degree programme in 2023-24 or before*):

10.15.1 **The average mark for the highest 80 FHEQ Level 6 credits, which contributes 80% (the major part)¹²; and**

10.15.2 **The remaining 40 credits from FHEQ Level 6 are then combined with all 120 FHEQ Level 5 credits, resulting in a total of 160 credits. Within these 160 credits, the highest 120 credits are used to calculate a weighted average mark, contributing 20% to the overall calculation (the minor part).**

10.16 Marks with a decimal point below 0.5 are rounded down to the nearest whole number and marks with a decimal point of 0.5 and above are rounded up to the nearest whole number.

10.17 For the following groups of students:

- Those joining *the first validated year of a University of London South Bank University (LSBU) dual-degree programme **from** 2024*, and
- Those graduating with a dual degree validated by Manchester Metropolitan University (MMU from 2025 onwards:

their UK award classification will be based on a new formula for the two combined weighted average marks:

10.17.1 The average mark for the highest 80 FHEQ Level 6 credits will contribute **75%** (the major part)¹³; and

10.17.2 The remaining 40 credits from FHEQ Level 6 are then combined with all 120 FHEQ Level 5 credits, resulting in a total of 160 credits. Within these 160 credits, the highest 120 credits are used to calculate a weighted average mark, contributing **25%** to the overall calculation (the minor part).

¹¹ This currently applies to dual-degree awards with UK validating partner Queen Margaret University.

¹² In the following Faculties, the Graduation Project is included in the **80%** of Level 6 even if its average is not the highest: Engineering; Energy and Environmental Engineering; Informatics and Computer Science.

- 10.18 Marks with a decimal point below 0.5 are rounded down to the nearest whole number and marks with a decimal point of 0.5 and above are rounded up to the nearest whole number.

Calculation of the UK Degree awards in the Scottish Credit and Qualifications Framework (SCQF)¹⁴

- 10.19 The UK award is based on the following bands:

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

- 10.20 The UK award classification is based on a final overall average mark, rounded up or down to the nearest percentage, and calculated as follows, excluding any modules for which credit was not awarded and any exempted modules:

- 10.20.1 **All modules at Degree Year 2 (SCQF Level 9) are weighted according to their credit value, and a Degree Year 2 average is calculated;**
- 10.20.2 **All modules at Degree Year 3 (SCQF Level 10) are weighted according to their credit value, and a Degree Year 3 average is calculated;**
- 10.20.3 **The Degree Year 2 and Degree Year 3 averages are combined in the ratio of 20% (Degree Year 2) and 80% (Degree Year 3) to produce the final overall average mark;**
- 10.20.4 All final overall weighted marks falling not less than 0.5 points below the classification boundary are automatically reclassified at the higher level (rounded up to the nearest whole number);
- 10.20.5 All final overall weighted marks falling between 0.5 and 2.0 points below the classification boundary are deemed borderline cases. In these cases, the final classification is determined by the preponderance of marks across Degree Year;
- 10.20.6 Borderline cases where any 60 or more credits (core or elective modules) in the Degree Year 4 are achieved in the classification above the boundary are awarded the higher classification of the degree;
- 10.20.7 In these instances, the final overall average displayed on the transcript shall remain unchanged.

¹³ In the following Faculties, the Graduation Project is included in the **75%** of Level 6 even if its average is not the highest: Engineering; Energy and Environmental Engineering; Informatics and Computer Science.

¹⁴ This currently applies to dual-degree awards with UK validating partner Queen Margaret University.

Intermediate Awards

10.21 For the UK degree track only, and subject to programme regulations, the University may make an intermediate award. This is 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, for example),

10.21.1 CertHE (Certificate of Higher Education) on achievement of 120 credits at Level 4;

10.21.2 DipHE (Diploma of Higher Education) on achievement of 120 credits at Level 4 and 120 credits at Level 5;

10.21.3 Ordinary Degree, i.e. without Honours, on achievement of 120 credits at Level 4, 120 credits at Level 5, and 60 credits at Level 6.

Intermediate awards differ for Queen Margaret University awards (SCQF) and are specified in the Faculty of Nursing by-laws.

Graduation

10.22 Students with outstanding fees to the University are not permitted to receive a degree certificate and transcript or graduate until they have paid the fee, or made acceptable arrangements for payment.

10.23 Students whose awards have been approved by the University Council are eligible to attend the Graduation Ceremony.

10.24 It is the responsibility of Academic Services to issue students who have successfully completed their degree with a degree certificate and a transcript.

10.25 In instances of compensation for failure, the transcript for the Egyptian track award will show a pass mark for the module. The transcript will also flag that this module was subject to compensation for failure.

10.26 In instances of compensation for failure, the transcript for the UK award will show the actual mark for the module. The transcript will also flag that this module was subject to compensation for failure.

11. Academic Appeal Procedure

- 11.1 The Academic Appeal procedure applies to every student enrolled and registered with the University.
- 11.2 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.
- 11.3 The grounds of an Academic Appeal must be stated clearly and must be supported by clear and appropriate evidence.
- 11.4 Appeals against decisions made by the Impaired Performance or Academic Misconduct Panels must provide new evidence rather than what was provided to the Panels.
- 11.5 Appeals that do not follow the grounds for appeal detailed below and/or provide the evidence required will be rejected.

Grounds for Academic Appeal

- 11.6 Students may appeal **only** on one or more of the following grounds:
 - 11.6.1 **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;
 - 11.6.2 **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;
 - 11.6.3 **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;
 - 11.6.4 **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.
- 11.7 The following will **not** be accepted as grounds for Academic Appeal:
 - 11.7.1 Administrative error in the mark awarded for an assessment – this should be dealt with through the mark enquiry procedure;
 - 11.7.2 Disagreement with the academic judgment of examiners;
 - 11.7.3 Non-academic issues, e.g. staff behaviour, inadequate facilities – this should be dealt with through the complaints procedure.

Timescales and deadlines

- 11.8 A student who submits an appeal is required to meet all stipulated deadlines for submission of responses and/or evidence.
- 11.9 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.
- 11.10 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

- 11.11 Academic Appeals must be submitted using the online platform at <https://claims.bue.edu.eg/student/>
- 11.12 Students must use their own BUE account, and a student cannot submit an appeal on behalf of another student.
- 11.13 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

- 11.14 The Academic Appeals procedure follows a two-stage decision-making process:
- 11.14.1 **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;
- 11.14.2 **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

- 11.15 Appeal Review Panel membership is normally:
- A senior member of staff from the Office of the Provost, nominated by the Provost, 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.
- 11.16 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:

- 11.16.1 **Appeal is ineligible** as it fails to provide appropriate grounds. Appeal is rejected;
- 11.16.2 **Appeal is eligible** as it meets the criteria (grounds/evidence). Appeal is forwarded to the Academic Appeals Committee;
- 11.16.3 **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.
- 11.16 The Appeal Review Panel may recommend that the student appears before the Academic Appeals Committee¹⁵. The student may accept or decline to attend.
- 11.17 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

- 11.18 The Academic Appeals Committee membership is normally:
- The Provost 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.
- 11.19 The Academic Appeals Committee meets twice per annum after the Examination Boards have concluded.
- 11.20 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).
- 11.21 The Academic Appeals Committee considers the cases referred by the Appeal Review Panel, and concludes one of the following:
- 11.21.1 **Reject** the appeal due to insufficient grounds or lack of evidence;
- 11.21.2 **Uphold the appeal** and ask the Programme Examination Board to reconsider its decision on the student's progression;
- 11.21.3 **Uphold the appeal** and allow the student further attempts with no restrictions;

¹⁵ A student who is invited to attend the Academic Appeal Committee may be accompanied by another member of the University community, including a Student Union representative, who may not answer questions on behalf of the student (unless this is agreed in advance by the Chair e.g. as a reasonable adjustment for a disability).

- 11.21.4 **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.
- 11.22 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.

12. Glossary

The following definitions apply in these Academic Regulations:

- 12.1 **Academic Appeal:** an appeal by a student against a decision or recommendation of a Programme Examination Board, Dean or University Committee.
- 12.2 **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.
- 12.3 **Assessment forms:** there are two main forms of assessment:
- 12.3.1 **Summative**, where a mark is given that contributes to the overall mark for a module;
- 12.3.2 **Formative**, where a mark and/or qualitative feedback are given to support future learning, but which do not contribute to the overall module mark.
- 12.4 **Assessment methods:** methods of formative and/or summative assessment fall into one of five main categories:
- 12.4.1 **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;
- 12.4.2 **Coursework Assessment:** examples of coursework include assignments, research papers, presentations, class tests and practical/laboratory-based examinations organised by the relevant department;
- 12.4.3 **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;
- 12.4.4 **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;
- 12.4.5 **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.

- 12.5 **Award:** any formal qualification awarded by the University to an individual student, which may be either an end qualification or an intermediate award.
- 12.6 **Core Module:** a compulsory module for students registered on a specified programme.
- 12.7 **Compensation:** compensation means allowing marginal failure in a limited number of modules on the basis of an overall performance which is sufficient to merit the award of credit concerned.
- 12.8 **Co-requisites:** Modules which must be studied concurrently by students registered on a specified programme.
- 12.9 **Credit:** the value of a unit of study, which reflects the amount of learning, whereby one credit relates to approximately 10 hours of notional student effort, including contact time, independent study and assessment.
- 12.10 **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.
- 12.11 **Examination Hall:** an approved venue in which a University examination may be held.
- 12.12 **Examination Period:** a period of time set aside for the conduct of examinations.
- 12.13 **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.
- 12.14 **FHEQ:** the UK Quality Assurance Agency's Framework for Higher Education Qualification.
- 12.15 **IELTS:** International English Language Testing System.
- 12.16 **Impaired Performance:** circumstances, such as illness or family bereavement, that may have adversely impacted a student's academic performance.
- 12.17 **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.
- 12.18 **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, for example, a CertHE (Certificate of Higher Education) or DipHE (Diploma of Higher Education). Intermediate awards differ for Queen Margaret University awards (SCQF) and are specified in the Faculty of Nursing by-laws.
- 12.19 **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.
- 12.20 **Leave of Absence:** an authorized period of absence from attendance on a programme.

- 12.21 **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.
- 12.22 **Marking Criteria:** guidelines for marking, approved periodically and interpreted by examiners in the context of the subject.
- 12.23 **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.
- 12.24 **Module Assessment:** the processes by which a student is able to demonstrate achievement of the learning outcomes of a module.
- 12.25 **Optional Module:** a module that is optional for students registered on a programme.
- 12.26 **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.
- 12.27 **Programme Regulations:** the regulations governing one or more specified programmes as described in the Programme Specifications.
- 12.28 **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.
- 12.29 **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:
- 12.29.1 **Repeat:** a student may be required to repeat a whole module/s with attendance;
- 12.29.2 **Repeat as an external student:** a student may be required to repeat a whole module/s without attendance;
- 12.29.3 **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.
- 12.30 **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.
- 12.31 **Semester:** a specified period of teaching, study and assessment.
- 12.32 **SCQF:** Scottish Credit and Qualifications Framework
- 12.33 **Session:** one academic year.
- 12.34 **Viva voce Panel:** this is appointed by the Chair of the Impaired Performance Panel or Programme Examination Board, and includes at least two examiners, and, in cases where final award or classification is under consideration, the External Examiner. Viva voce examination does not normally last longer than thirty minutes

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(GAR) General Academic Regulation