



The
BRITISH
UNIVERSITY
IN EGYPT

FACULTY OF ENERGY
AND ENVIRONMENTAL
ENGINEERING

Faculty of Energy and
Environmental Engineering

Undergraduate Regulations

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Introduction

These Regulations and Procedures apply to all students on programmes offered by the Faculty of Energy and Environmental Engineering (FEEE) at the British University in Egypt (BUE) that lead to Undergraduate awards:

These regulations apply to students who enrolled on the BUE/LSBU Dual Degree after September 2015. It is the student's responsibility to read and abide by the rules and regulations of their study programme.

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

The Egyptian award and classification are determined in according to the relevant regulations and the Egyptian award certificate and online transcript are issued by BUE. The UK award certificate and transcript are issued separately by the UK validating institution (London South Bank University).

1. Admissions and Registration

Admissions

- 1.1. Students are required to meet the minimum Faculty entry requirements as set by the Egyptian Council of Private Universities, BUE Senate and the Faculty.
- 1.2. Students being admitted to programmes which lead to a UK award must also meet any specific requirements set out by the validating partner.
- 1.3. Students must obtain the minimum English level agreed by BUE Senate. English level is normally determined by a placement test taken during the Admissions process.
- 1.4. Foreign students must provide evidence that they have been granted permission to stay in Egypt for a minimum of two years.

Registration

- 1.5. Students are required to register annually, failure to register by week 4 of each academic year may result in the withdrawal of student status.
- 1.6. Students who withdraw from optional modules after 8 weeks in Semester 1 / Semester 2 or after 4 weeks in the summer semester / resit period are not entitled to a refund of their fees. Withdrawal from the Module will be reflected on the transcript.
- 1.7. Students who withdraw from core modules after 8 weeks in Semester 1 / Semester 2 or after 4 weeks in the summer semester / resit period shall be required to register and complete the module. In these instances, the student's grade shall be capped at a pass mark.
- 1.8. Fees due are payable by the time of registration on the first day of the academic year unless agreed special arrangements are made with the Finance Office. Students who have not paid their fees will be barred from taking Examinations.
- 1.9. All students who enter UK validated programmes are initially registered on both the Egyptian Award and the UK Validated Award. Students cannot be initially registered on only the Egyptian Award.
- 1.10. Students on UK awards are permitted a maximum of two enrolments" in each academic year.
- 1.11. Students who fail to satisfy the requirements for progression on the UK validated degrees in any year of their degree programme will have their registration on the UK Award terminated. They will continue to study for the Egyptian Award.
- 1.12. Students registered on the Egyptian Award only will study the same programmes in accordance with the same programme and module specifications and take the same assessments and examinations as their

counterparts on the dual degrees (Egyptian and UK Validated), except where specifically stated in these regulations.

Maximum registration period

- 1.13. The maximum registration period of the taught undergraduate programme leading to an award by a UK validating partner is twice the normal length of the programme. This excludes any periods of approved leave of absence or suspension of studies.
- 1.14. The following rules apply to the maximum registration period of the BUE Egyptian award.
 - 1.14.1. Students have a maximum of two years of study in the preparatory year or in Degree Year One in programmes with no preparatory year.
 - 1.14.2. Students in Degree Year One in programmes that have a preparatory year or Degree Year Two in programmes with no preparatory year can have maximum two years of regular study plus one year as external students.
 - 1.14.3. Students in their Third or final two years of study (Degree Year two in programmes with preparatory year) can repeat for one extra year as external students.
 - 1.14.4. Students in the final year who passed at least 60 credits of their study load shall be allowed an unlimited number of attempts to pass the remaining credits.

Suspension of studies

- 1.15. Students may suspend their studies for the following reasons:
 - 1.15.1. Medical conditions approved by the BUE Clinic
 - 1.15.2. Absence or forced travel as approved by the Dean and Faculty Council.
 - 1.15.3. Military conscription
- 1.16. All requests for the suspension of studies must be evidenced by appropriate documentation.
- 1.17. Suspensions are approved by the University Registrar and cannot be given if the student has taken any assessments in the year of study to be suspended.

Re-enrollment

- 1.18. Students who have terminated their studies are permitted to re-enroll on the programme with permission from the Dean and University Registrar.
- 1.19. Students who have failed their studies are permitted to register on another programme with permission from the Dean and University Registrar.
- 1.20. Where such requests are approved, the student shall be deemed to be undertaking a „fresh start“ and shall be permitted to register for the UK degree. All previous module failures will be discounted.

- 1.21. Reenrollment students must meet the admissions conditions.
- 1.22. Reenrolling students will be granted exemption from relevant completed modules if:
 - 1.22.1. They achieved a pass grade.
 - 1.22.2. The modules were completed not more than 3 years ago.
- 1.23. All exemptions must be approved by the Dean.

Termination of studies

- 1.24. Students who wish to terminate their studies must submit a written request to the University. Termination will be approved by the relevant Dean and University Registrar. In the event of withdrawal students are not entitled to a refund of their fees.

Change of Programme or Programme Specialism

- 1.25. A student shall be permitted to apply to change his/her programme of study or programme specialism:
 - 1.25.1. within two weeks from the start of the first registration for the programme or specialism
 - 1.25.2. prior to the start of the next academic year.
- 1.26. Agreed changes will be implemented at the start of the next academic year with students continuing with their studies until the following academic year.
- 1.27. Changes to programme or programme specialism require the permission of the Dean and University Registrar.
- 1.28. Students must meet the admissions conditions and requirements of the new programme of study or specialism.
- 1.29. Students will be granted exemption from relevant completed modules if:
 - 1.29.1. They achieved a pass grade.
 - 1.29.2. The modules were completed not more than 3 years ago.
- 1.30. All exemptions must be approved by the Dean.

2. Attendance Requirements

- 2.1. Students are required to meet the University attendance policy as agreed by BUE Senate.
- 2.2. Students who do not meet the required minimum attendance will be barred from attending examinations.
- 2.3. Absences can be approved by following the Guidelines for Student Absence process.
- 2.4. Any compulsory non-credit bearing fieldwork or practical training that is part of

a student's programme may be scheduled at any time of the year.

Repeating Students

- 2.5. Students who are retaking a module due to a successfully upheld Impaired Performance Claim will be classified as a first attempt.
- 2.6. Unless stipulated by the Dean, students who are retaking modules have the option to retake modules with or without attendance.
 - 2.6.1. Those opting to retake the current module take the assessment profile of that module. In this instance no assessment marks from the previous failed module will be carried forward.
 - 2.6.2. Students opting to retake modules on which they were first registered take the assessments associated with the original module. In this instance assessment marks from the previous failed module will be carried forward.

3. Recognition of Prior Learning (Exemption from Modules)

- 3.1. The Dean may approve recognition of prior learning /exemptions from individual modules, provided that s/he is satisfied that the student has already satisfactorily covered the content of the module(s) concerned and can demonstrate that s/he has achieved the stated learning outcomes for the module(s).
- 3.2. The granting of exemptions is governed and approved by the Egyptian Supreme Council of Universities and is not permitted between Faculties.
- 3.3. Exemptions can only be given before first registration: the only exemptions that are permitted once a student has registered at BUE are for internal transfer students who are transferring from one programme to another.
- 3.4. Where a student has been exempted from a module, s/he shall be awarded the appropriate number of credits / credit hours. No marks shall be attributed to exempted modules these modules do not count for compensation purposes. Exemptions will be recorded on the transcript.
- 3.5. Subject to approval by the Dean students permitted entry with advanced standing into Degree Year 1 of three-year degree programmes or Degree Year 2 of four-year degree programmes may also be required to study up to 20 credits of Preparatory Year or Degree Year 1 modules, respectively.
- 3.6. Students entering the University with advanced standing are required to meeting the English language requirements for their programme of study.

4. Structure of Awards

- 4.1. Students are required to complete the relevant number of credits on the Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies (FHEQ) to be awarded a UK validated degree. This is in addition to the Preparatory Year and specialist modules and other requirements of the Supreme Council required for the Egyptian degree.
- 4.2. Each module is assigned a Level from the FHEQ, number of credits and weighting, this reflects the depth of learning required in the relevant programme year.

Intermediate Awards on UK-validated Programmes

- 4.3. Students who achieve 120 credits and who choose not to or who are not permitted to continue their degree programme may be eligible to receive a Certificate of Higher Education from the UK validating institution.
- 4.4. Students who achieve 240 credits and who choose not to or who are not permitted to continue their degree programme may be eligible to receive a Diploma of Higher Education from the UK validating institution.

5. Programme Structure

- 5.1. The academic year is divided into two semesters: Semester 1 and Semester 2.
- 5.2. All taught undergraduate programmes at FEEE 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 Specifications must be approved by the University Board on the recommendation of the Senate and when relevant by the validating institution.

Credits

- 5.5. Each programme year comprises 120 credits of modules, delivered and assessed over two semesters.
- 5.6. The years of study and number of credits are mapped as follows:

	Required Number of Credits
Preparatory Year	120
Degree Year 1	120
Degree Year 2	120
Degree Year 3	120
Degree Year 4	120

- 5.7. Normally students shall pursue a maximum of 60 credits in each semester. Exceptions require the approval of the relevant Dean.
- 5.8. Students who wish to take additional modules outside his/her approved programme of study require the approval of the Dean.

Modules

- 5.9. Prerequisites and/or co-requisites may be defined for any module and shall be specified in the module specification.
- 5.10. The language of instruction and assessment for all modules shall be English. Exemptions require the approval of the Senate and the University Board and are outlined in the programme specification.

6. Declaration of Personal Interest / Conflict of Interest

- 6.1. Members of staff are required to inform the Dean of any personal 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 University Registrar shall be informed.
- 6.2. Where a member of staff has informed the University of personal interest relating to a student, the University shall, as deemed appropriate:
 - 6.2.1. 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 or the marking of any of the student's assessments; and
 - 6.2.2. inform the relevant Programme Examination Board of the member of staff's interest relating to the student and that s/he will be required to withdraw from the meeting of any Programme Examination Board, or other University committee, when the student's case is discussed; and
 - 6.2.3. ensure that a declaration of interest and withdrawal of the member of staff from the Programme Examination Board, or other University Committee are recorded in the minutes of the meeting.

7. Assessment

Principles

- 7.1. Procedures for marking and moderation of marks should be fair and transparent.
- 7.2. All modules shall be assessed in English. Exemptions required the approval of

Senate and the University Board.

- 7.3. All assessments that contribute to the award of credit shall relate to the module learning outcomes. Assessments shall be designed to ensure that students who pass a module and receive credit have achieved the module intended learning outcomes.
- 7.4. All modules shall be assessed in accordance with the University's agreed marking criteria, as described in the University Assessment Guidelines and shall comprise one or more of the following components of assessment:
 - 7.4.1. Coursework assessment conducted during the semester(s) in which the module is completed; or
 - 7.4.2. Unseen written examination during an examination period; or
 - 7.4.3. Dissertation.
- 7.5. Examples of coursework include assignments, research papers, presentations, and class tests organised by the relevant department.
- 7.6. The method of assessment for each module, including the weighting for each assessment, shall be specified in the programme and module specifications.

Penalty for late submission of coursework

- 7.7. Students must attend examinations, produce all pieces of required written work and complete other assessed activities by the due dates.

Penalty for exceeding word count

- 7.8. Any penalties for exceeding the word count will be listed in the Assessment Brief.

Special provision for assessments

- 7.9. Where a student requires special provision for his/her assessments, and his/her circumstances are known to be prolonged or permanent, for example arising from a known disability or long-term condition, the student should refer to the Office of the University Registrar for further guidance.
- 7.10. A student who requires special provision for his/her assessment(s) due to a temporary or short-term condition, such as that resulting from an accident or medical procedure, shall submit a written application to the Office of the University Registrar. The application shall be supported by documentary evidence, usually from a qualified medical practitioner or other appropriate source. The University Registrar is permitted to disregard requests for special provision if not supported by appropriate documentary evidence.
- 7.11. Students granted special provision in examinations shall normally sit such examinations in a venue specially designated for the purpose by the University Registrar.

Scheduling of Examinations

- 7.12. Together with the Dean the University Registrar shall be responsible for the scheduling and conduct of all written examinations.
- 7.13. Heads of Departments shall be responsible for the scheduling and conduct of all class tests.

Examination Papers

- 7.14. The University requires that staff adhere to the policies and procedures set out in the “Design and Marking of Examinations – Guidelines”. These have been designed to safeguard the integrity of the examination process and to ensure the maintenance and enhancement of quality standards.
- 7.15. The content of questions in examination papers is both restricted and reserved material, i.e., not to be disclosed to or discussed with students or to be discussed until after the examinations have been held. Only the express approval of the Senate may waive this rule for a particular department or for a particular module (e.g., for open book or advance notice papers).

Marking and pass marks for Faculties running UK LSBU / Egyptian Dual Award

- 7.16. Students registered on the Egyptian Award only studying alongside students registered on both awards will be marked using UK marking standards.
- 7.17. A mark out of 100 shall be awarded for each component of assessment using UK marking standards.
- 7.18. Students are not required to pass all components of assessment. An aggregate based on each component of assessment’s weighted score is used to calculate the overall module mark.
- 7.19. The minimum overall module mark for a pass and award of credit at the specified level in each module shall be 40.
- 7.20. Marks calculated at 0.5 or above will be rounded up, those at 0.4 and below will be rounded down.
- 7.21. A student who has been awarded credit in a module shall not be permitted to be reassessed in that module with a view to improving his/her mark, except following a successful appeal or the approval of an impaired performance claim.

Moderation

- 7.22. All assessed work submitted for credit in programmes leading to awards shall be subject to the policy of moderation.
- 7.23. Moderators will be selected by the Head of Department. S/he should be familiar with the module content. The second marker should test mark a minimum sample of 25% of completed final examinations including scripts across a range of bands and scripts on boundaries. In all cases the samples should not be lower than ten.

- 7.24. In instances where the two markers differ slightly the marks of the first marker shall stand.
- 7.25. In instances where the two markers differ significantly, for example by more than 10 marks in more than 50% of the script viewed the marks shall be discussed with the Dean or nominee.
- 7.25.1. In instances of concern or where no agreement between markers is possible the entire cohort shall be remarked by a third marker.

Publication of results

- 7.26. All marks, results and classifications shall be published only by the University Registrar.
- 7.27. First semester marks are to be made available to students at the earliest possible opportunity. Students are to be clearly informed that the marks are provisional and subject to confirmation, and that the Boards of Examiners are free to adjust marks up or down.
- 7.28. Second semester marks, results and classifications are not to be made available to students until after confirmation by the Programme Examination Board.
- 7.29. On completion of the Programme each student shall receive a formal transcript issued by the University Registrar.

Arithmetical / Grade Entry mark check

- 7.30. Within the time limit set by the University students can request an arithmetical or grade entry mark check where they believe that there has been an administrative error when the marks were calculated or recorded.
- 7.31. Where an administrative error is discovered, it must be corrected, whether it results in the mark in question being adjusted upwards or downwards.

Impaired Performance

- 7.32. A student has the right to report in writing circumstances that may have impaired his or her performance in any examination, class, coursework, or other assessment and/or his/her ability to attend any examination, class test or to submit any coursework or other assessment by the required deadline. Relevant circumstances are defined as serious and acute problems and events beyond a student's control and ability to foresee". They do not include minor ailments, last-minute difficulties, or the frustrations of everyday life.
- 7.33. The report must be submitted by the deadlines published by the faculty and should be accompanied by independent evidence. The Form for Notifying Impaired Performance should be used.
- 7.34. In very exceptional cases, where the student does not wish the circumstances to be revealed, s/he may request that the content of the claim be confidential to the Chair of the Impaired Performance Panel and University Registrar only.

- 7.35. Upheld Impaired Performance claims apply only to the component of assessment for which a claim has been made. If a student has failed other components of assessment that are not included in the claim the whole module attempt will be counted and the mark in the next attempt at the module capped at a minimum pass grade.

Impaired Performance Panel

- 7.36. The Dean shall establish an Impaired Performance Panel. A Dean will Chair, the panel shall consist of at least three (including the Chair) and, where requested, one member of any validating institution.
- 7.37. An administrator from Faculty shall act as secretary.
- 7.38. The University Registrar shall be entitled to attend the panel meetings.
- 7.39. The Panel shall meet at least once prior to any meeting of the relevant Board of Examiners.
- 7.40. Where an Impaired Performance Panel determines that a claim is substantiated, it shall make one of the following recommendations to the relevant Programme Board of Examiners:
- 7.40.1. to set aside the result obtained and permit the student to be reassessed without restriction; or
 - 7.40.2. to increase the student's marks; or
 - 7.40.3. to substitute an alternative mark from an appropriate source; or
 - 7.40.4. to recommend that the Module Leader conducts a viva voce examination as a means of determining the appropriate mark(s).

Progression and trailing modules

- 7.41. Students are required to attempt all assessments.
- 7.42. Students must normally complete all Modules before they can progress to the next academic year.
- 7.43. A Programme Exam Board may allow a student to progress their studies carrying a deficiency of up to 20 credits on the UK / Egyptian dual degree and 2 modules to a maximum of 30 credits on the Egyptian Degree only provided it is reasonable to allow a student to do so given their overall academic record and likelihood of success.
- 7.44. Students are not allowed to trail modules listed as prerequisites in the Programme Specification.
- 7.45. A student who is allowed to progress their studies trailing a module(s) is required to complete that module by the end of the following academic year.
- 7.46. A student who is allowed to progress their studies carrying a failure(s) in an optional module 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.

- 7.47. Attendance requirements for trailed module/s will be set out by the relevant Dean.
- 7.48. The progression for students who do not complete a module because of an upheld Impaired Performance claim shall be considered by Programme Examination Boards on an individual basis.
- 7.49. Except in exceptional circumstances approved by the relevant Programme Examination Board (PEB), the maximum number of credits that students may attempt during resits is 60 credits.

Progression and trailing modules – English modules

- 7.50. Students are required to meet the English Language requirements agreed with UK partners before progressing to Degree Year 1 of any UK / Egyptian Dual Degree.
- 7.51. In addition to the 60 credits of failed modules students may retake 10 credits of English Modules during the resit period.

Compensation for failure for English Modules

- 7.52. No compensation for failure of modules is possible in any BUE programme for English Modules.

Compensation for failure for students on LSBU / BUE Dual Degrees

- 7.53. Programme Examination Boards may consider a student for compensation for failure in two modules to the value of 20 credits if they have:
- 7.53.1. Achieved a module mark of at least 35% in the module to be compensated;
 - 7.53.2. Passed at least 100 credits in the Degree Year in question;
 - 7.53.3. Achieved an average mark of 40% in all other modules of the relevant Degree Year; and
 - 7.53.4. The student has not been the subject of a proven academic misconduct allegation for the current academic year.
- 7.54. When calculating a Degree Year Average and the Final Award Average the original (lower) mark will be used.

Compensation for failure for students on BUE Egyptian Track Degree only

- 7.55. Compensation shall be applied in the form of added marks to the compensated modules, to raise the actual overall module mark to the passing mark.
- 7.56. Students must have achieved a minimum module mark of 30% in any module considered for compensation.
- 7.57. A maximum of 24 marks shall be available for compensation for failure in each study year.
- 7.58. Compensation shall be applied only if it changes the status of the student as follows:

- 7.58.1. From Repeating to Progressing
- 7.58.2. From Repeating to Re sitting in 60 credits
- 7.58.3. From Progressing with trailed modules to progressing with no trailed modules
- 7.59. Module marks below the passing grade by 1 or 2% shall be compensated regardless of if this will change the student's status or not. These marks will be deducted from the 24 marks available for compensation.
- 7.60. Trailed modules can be compensated regardless of if this will change the student's status or not. They will be compensated using the remaining marks from the study year it belongs to; if there is no mark remaining it can be compensated from the current year's marks.
- 7.61. The number of marks consumed by each module depends on the module credit as per the equation: $\text{marks consumed} = \text{number of added marks} \times \text{module credit} / 10$ so modules with 20 credits will consume double the marks added.
- 7.62. Compensation marks may not be carried from one year to another.
- 7.63. On non-medical programmes additional marks and a lower threshold are available for graduating students after the Resit period and students at risk of being dismissed from the University as follows:
 - 7.63.1. In addition to the compensated marks remaining from semester two a maximum of 24 marks will be added and the total marks will be available for compensation.
 - 7.63.2. Minimum mark for modules to be considered for compensation is 30%.

Failure and number of attempts

- 7.64. Students shall be permitted a maximum of three opportunities of assessment in a given academic year for English Modules.
- 7.65. Students shall be permitted a maximum of two opportunities of assessment in a given academic year for all other modules: normally the first opportunity shall be during the relevant semester; and the second during the resit period.
- 7.66. Students who fail to satisfy the progression requirements from the Preparatory Year to Degree Year 1 after two years of study shall be dismissed from the BUE.
- 7.67. Students who fail to satisfy the progression requirements and who will therefore be unable to complete their studies within the listed maximum registration period will be dismissed from the UK Degree.

Reassessments of an assessment:

- 7.68. Students may retake a module in only two circumstances:
 - 7.68.1. Retake due to failure in which case the module will be capped at a

pass mark.

7.68.2. Retake due to accepted Impaired Performance Claim or appeal.

Nature of reassessment

- 7.69. Normally the form and structure of the re-assessment shall be the same as the first attempt.
- 7.70. In instances where the student is repeating with attendance the format and structure of assessment may differ from the original module.
- 7.71. In instances where the student is trailing a module the format and structure of assessment may differ from the original module.
- 7.72. In exceptional circumstances, where it is impracticable to set a component of assessment during the resit period the Module Leader shall seek the permission of the Chair of the Programme Examination Board to set an alternative reassessment that would allow students to demonstrate achievement of the learning outcomes of the component(s) of assessment. This reassessment shall be accorded the same weight as the component(s) failed at the first attempt.
- 7.73. Students are not permitted to elect the form of reassessment.
- 7.74. For examinations students will be reassessed at the next assessment opportunity.
- 7.75. Students are advised to retake all assessment components.

Calculation of marks during reassessment

- 7.76. The maximum mark which students who are retaking a module due to failure can achieve is the minimum pass mark.
- 7.77. The marks for components previously passed are combined with the reassessment mark to determine the overall module mark.
- 7.78. Where a student chooses not to be reassessed in a previously failed component or achieves a lower mark on reassessment, the previous mark shall be used in calculating the overall mark for the reassessed module.

Attendance requirements

- 7.79. Repeating students are required to meet the attendance requirements set out in the regulations.

8. Exam Board and External Examiners

- 8.1. Student performance is considered in two stages, initially on a module by module basis (Module Examination Board) and subsequently by looking at the overall students' performance for each academic session (Programme Examination Board)

Role of External Examiners

- 8.2. The purposes of the External Examiner system are to ensure that:
- 8.2.1. the standards set for taught programmes are appropriate for the awards, or award elements (by reference to published UK national subject benchmarks, the Framework for Higher Education Qualifications, institutional programme specifications and other relevant information); and
 - 8.2.2. are comparable to standard to Universities in the UK; and
 - 8.2.3. The assessment system is fair and is consistently operated in the classification of students.
- 8.3. In order to achieve these purposes External Examiners, need to be able to participate in assessment processes for the award of degrees; give advice on programme content, academic standards, balance and structure, on degree schemes and on assessment processes.
- 8.4. The core role of External Examiners is to maintain the academic standards of awards.
- 8.5. External Examiners may ask to meet students to assist with their understanding of a programme and the way in which it operates, but this is not part of the student assessment process.
- 8.6. 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.

External Examiner Roles

- 8.7. Across the University there are a number of different External Examiner roles: Programme External Examiner, Project External Examiner, Oral External Examiner, External Evaluator and Preparatory Year Examiner.
- 8.8. The type of External Examiner appointed to a particular programme will vary; individuals may be appointed to more than one External Examiner role within the University.

Appointment of External Examiners

- 8.9. Programme External Examiners are appointed for the BUE programme by BUE Senate and for the UK programme by the validating institution. External Examiners are required to meet the appointment criteria of both institutions.
- 8.10. Individuals proposed for appointment as External Examiners must have an

appropriate level of experience and expertise in relation to the subject area and meet the requirements set out by the validating Institution.

- 8.11. All Programme External Examiners are required to be approved by both BUE Senate and where relevant the validating partner.
- 8.12. External Evaluators are nominated by the Dean and appointed by Senate.
- 8.13. The appointment, terms of reference and provision of information and induction of all External Examiners is the responsibility of both BUE and if appropriate the validating institution.
- 8.14. The range of modules to be covered by each External Examiner will be agreed with the department concerned on appointment and subsequently as appropriate and approved BUE Senate and by the validating partner (where relevant)

Responsibilities of Programme External Examiners

- 8.15. Programme External Examiners will approve all draft examination papers (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.
- 8.16. Programme External Examiners are entitled to see any completed examination scripts, thesis, project reports, Viva reports and other assessed coursework in order to reach judgements on standards and consistency of internal marking.
- 8.17. Programme External Examiners will normally be provided with a sample of student work across a range of results. They should agree with the faculty concerned and the validating partner, a basis (method and extent) for sampling student work, to ensure they have sufficient evidence. They must always see a sample of work where a module is assessed by coursework (i.e., means other than written examination) alone.

Information and induction

- 8.18. Upon appointment all External Examiners will be provided with an appropriate induction programme and programme information to ensure that they understand and can fulfil their responsibilities.

Module Examination Board

- 8.19. 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.
- 8.20. The Module Examination Board is responsible for a module or closely-related group of modules; its functions will be:
 - 8.20.1. To consider module marks and the award of credit;
 - 8.20.2. To take into account any special circumstances which may have impacted on a module; and

8.20.3. To ratify module marks.

8.21. The membership of a Module Examination Board will be:

- Named Chair and Deputy Chair
- Relevant Academic Staff who are teaching on the modules to be examined
- One member of any validating institution (where relevant)
- The University Registrar will have the right to be in attendance.
- A representative from the Office of the University Registrar will provide support to the Boards.
- Servicing for the Boards is the responsibility of the faculty.

8.22. The quorum of the Module Examination Board will be:

The Chair or Deputy Chair,
A representative of each module to be examined,
One member of any validating institution (when relevant)

8.23. Marks approved by Module Examination Boards may not be subsequently reconsidered except by the Programme Examination Board or in the context of an academic appeal.

Role of the Programme Examination Board

8.24. Student performance is considered during a Programme Examination Board.

8.25. All permanent members of academic staff (and any temporary members of academic staff who have primary responsibility for the programme or modules) in the department(s) contributing to the degree programme shall be entitled to be members of Programme Examination Board.

8.26. The Programme Examination Board is responsible for a programme or closely-related group of programmes; its functions will be:

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

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

8.26.3. To consider exceptional circumstances and cases for compensation for failure;

8.26.4. To approve the academic progression of students.

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

8.26.6. To consider and agree the award of degrees and other awards in accordance with the Regulations.

8.27. The membership of a Programme Examination Board will be:

- The Dean (Chair) or nominee
- The Vice Dean (Vice Chair)
- The Head of Department)
- The Programme Director
- Relevant Academic Staff who are teaching on the programme

- The Programme External Examiner
 - One other member of Faculty Council, nominated by the Dean
 - One member of any validating institution (where relevant).
- 8.28. A representative from the Office of the University Registrar will provide support to the Board.
- 8.29. Servicing for the Boards is the responsibility of the faculty.
- 8.30. The University Registrar will have the right to be in attendance.
- 8.31. The quorum of the Programme Examination Board will be:
The Chair or Deputy Chair,
The Vice Dean
The Programme External Examiner
A representative of the validating institution (where relevant).
- 8.32. Marks approved by Programme Examination Boards may not be subsequently reconsidered except in the context of an academic appeal.

Approval and adjustment of marks

- 8.33. Any mark adjustments suggested by a Module or Programme External Examiner from seeing a sample of scripts or other assessed work must be reflected in similar adjustments to scripts or other assessed work not included in the sample.
- 8.34. Module and Programme External Examiners must approve marks during Programme Examination Boards.
- 8.35. The Programme External Examiner and Chair of the Examination Board must sign the pass list resulting from any Programme Examination Board at which they are present along with the Chair and the representative of the validating University (where relevant).

9. Award Classification and Criteria

Requirement for a graduate award

- 9.1. To qualify for an award, a student must:
- 9.1.1. have registered annually with the University; and
 - 9.1.2. have paid all prescribed fees and charges; and
 - 9.1.3. have satisfactorily completed a programme of study within the approved time limit; and
 - 9.1.4. have achieved 120 credits in the Preparatory Year or equivalent thereof; and
 - 9.1.5. have achieved the number of credits at the required level as set out in the programme specification; and

- 9.1.6. obtained a minimum average score of 40%; and
- 9.1.7. successfully completed the English Modules as approved by Senate; and
- 9.1.8. successfully completed any other graduation requirements as described by the Faculty in the Programme Specification; and
- 9.1.9. successfully completed other graduation requirements as set out by the Supreme Council.

Calculation of BUE Egyptian Degree

- 9.2. For students on the Dual Award the marks achieved by the student in all the programme modules s/he studied at the University are converted to their Egyptian equivalents on the basis of the conversion table appended to these Regulations.
- 9.3. 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.
- 9.4. An overall grade is granted to the student based on the Final Overall Average Mark calculated as set out above, rounded up or down to the nearest percentage and in accordance with the following classifications:

9.4.1.

Distinction	84% and higher
Very Good	74% to less than 83%
Good	64% to less than 73%
Satisfactory	50% to less than 63%

- 9.5. An "Honours" standing is granted to the student provided that:
 - 9.5.1. his/her year average has not fallen below "Very Good" in any single year of his/her programme (including the Preparatory Year in five-year programmes); and
 - 9.5.2. s/he has not failed any modules during his/her programme of study (Including the Preparatory Year modules in five-year programmes)
 - 9.5.3. s/he has no history of Academic Misconduct.

Calculation of UK Degree for students graduating with an LSBU Award.

- 9.6. The award will be based on the following bands:

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

- 9.7. In calculating the percentage:
- 9.7.1. The average mark for the highest 80 FHEQ Level 6 credits will contribute 80% (the major part) to the final weighted average mark on which the classification will be based.
 - 9.7.2. The highest marks for 120 credits from FHEQ Level 5 and the remaining FHEQ Level 6 credits will form a weighted average mark which will be rounded to a whole number; this weighted average mark will contribute 20% (the minor part) to the final weighted average mark on which the classification will be based.
 - 9.7.3. Marks with a decimal part below .5 will be rounded down to the nearest whole number and marks with a decimal part of .5 and above will be rounded up to the nearest whole number.”

Discretion at Classification Boundaries for LSBU Award

- 9.8. The Programme Examination Board will consider students whose overall weighted average mark is 2% below the minimum average required for a classification and may decide to award the higher classification provided that the student meets the following criteria:
- 9.8.1. At least 60 credits of the level 6 modules are at the higher classification;
 - 9.8.2. No professional, statutory, or regulatory body restrictions prevent the operation of discretion at classification boundaries.

Posthumous Awards

- 9.9. When appropriate awards may be conferred posthumously by a Programme Exam Board.

Intermediate Awards on UK-validated Programmes

- 9.10. To qualify for an intermediate award from a UK University, a student must:
- 9.10.1. have registered annually with the University; and
 - 9.10.2. have paid all prescribed fees and charges; and
 - 9.10.3. have achieved 120 credits in the Preparatory Year or equivalent thereof.
 - 9.10.4. obtained a minimum average score of 40%
 - 9.10.5. successfully completed the English Modules as approved by Senate.
- 9.11. The required number of credits and levels for an intermediate award are:
- 9.11.1. 120 Credits at FHEQ Level 4 / SCQF Level 7 for a Certificate in Higher Education
 - 9.11.2. 120 Credits at FHEQ Level 4 / SCQF Level 7 plus 120 Credits at FHEQ Level 5 or Level 6/ SCQF Level 8 for a Diploma in Higher Education

- 9.12. No student may receive more than one award from the UK validating institution for study on a programme. If a student receives an intermediate award but later returns to the University to complete the relevant end qualification, the student shall be required to return the certificate of the intermediate award to the validating institution prior to the end qualification award being made.

10. Graduation

- 10.1. Students in debt to the University shall not be permitted to graduate until they have paid the debt or made acceptable arrangements for payment.
- 10.2. Students whose awards have been confirmed by the Senate and approved by the University Board shall be eligible to attend a ceremony for the conferment of degrees.
- 10.3. It is the responsibility of the University Registrar to issue students who have successfully completed their degree with a degree certificate and a transcript.
- 10.4. In instances of compensation for failure the transcript for the Egyptian Award will show a pass mark for the module. The transcript will also flag that this module was subject to compensation for failure.
- 10.5. In instances of compensation for failure the transcript for the UK Award will show the actual mark for the module. The transcript will flag that this module was subject to compensation for failure.

11. Student Experience

Communication and student responsibilities

- 11.1. Students should be provided with accurate, relevant, and timely information and should be informed of the primary means by which their academic department, Student Affairs, the Quality and Validation Office and other support services will communicate with them and when this will happen.
- 11.2. It is assumed and expected that students will regularly check their BUE email accounts for official communications and notifications of the status of their registration and studies.
- 11.3. It is the responsibility of students to ensure that their e-mail account is activated and checked on a regular basis.
- 11.4. Failure by students to read emails sent by the Faculty /University will not be accepted as an excuse for ignorance of procedures, missing deadlines, or not knowing other important information.

Assessment and student responsibilities

- 11.5. Students must notify themselves from the published official BUE sources of the

dates, times and venues of all examinations and the deadlines for the submission of in-module assessments.

- 11.6. Students must attend examinations, produce all pieces of required written work and complete other assessed activities by the due dates.
- 11.7. When a student is forbidden by his/her religion to undertake assessments on certain days, the student should inform the Office of the University Registrar immediately so that alternative arrangements can be made which will not jeopardise the probity of the assessment. Alternative arrangements will only be made for religious activity for which there are official fixed dates.
- 11.8. Students are responsible for submitting their work on time and for keeping appropriate records of any submissions.
- 11.9. Students are required to follow the coursework submission and feedback procedures detailed in the "Coursework Submission, Marking and Feedback Policy".
- 11.10. The procedures use two forms:
 - 11.10.1. Coursework Submission and Statement of Academic Honesty Form
 - 11.10.2. Coursework Feedback Form
- 11.11. Any student in breach of these regulations and/or committing any act which could obtain for him/herself or for another student an unfair or improper advantage in an assessment shall be regarded as Academic Misconduct, to be dealt with under the relevant regulations.

Student behaviour; conduct and discipline.

- 11.12. Any student persistently failing to maintain a satisfactory standard of work may be required, by the Dean, to withdraw from the University at any stage of his/her programme.
- 11.13. All students of the Faculty/University are expected to observe and maintain honest and peaceable behaviour at all times.
- 11.14. The Faculty/University defines misconduct as behaviour which, in its broadest sense, constitutes improper interference with the functioning or activities of the Faculty/ University, or those who work and study in the institution; or which may bring the Faculty/ University into disrepute with members of the public or which might damage the standing or reputation of the University.
- 11.15. The faculty can call a Student Discipline Committee. This committee is empowered to exclude students from the University, either temporarily or permanently.
- 11.16. The Faculty Student Discipline Committees consider allegations of misconduct under the relevant University Code.
- 11.17. Allegations of academic misconduct will be considered in accordance with the Regulations.

Student health

- 11.18. Students must be in an adequate state of physical and mental health to enable them to continue with their studies. If there is sufficient evidence that ill health will prevent a student from satisfactorily completing his/her studies, the University Registrar may at any time require the student to undertake a full medical examination by a qualified medical practitioner; and, if appropriate, and after consultation with the Dean require a student to suspend or terminate his/her studies.
- 11.19. Such a suspended student shall be permitted to resume his/her studies at a time deemed appropriate by the University Registrar and on the written recommendation of a qualified medical practitioner.

Conduct of Students in Examinations

- 11.20. Students are required to adhere to the “Code of Conduct in Examination Halls”.
- 11.21. Any student in breach of the regulations and/or committing any act that could obtain him/herself or for another student an unfair or improper advantage in an assessment shall be regarded as an „Academic Misconduct“ and be dealt with under the relevant regulations.

12. Academic Misconduct

- 12.1. It is academic misconduct for any student in the course of any assessment to engage in one or more of the following activities:
- 12.1.1. Failing to comply with the relevant rules.
 - 12.1.2. Failing to comply with the Rules for the Conduct of Students in Examination Halls.
 - 12.1.3. Assisting another student to gain an advantage by unfair means, or receiving such assistance, for example by collusion, by impersonation or the passing off of one individual's work as another's. This includes undeclared failure to contribute to group coursework assignments.
 - 12.1.4. Misleading the examiners by the fabrication or falsification of data.
 - 12.1.5. Plagiarism, which is defined by the University as „submitting work as the student's own of which the student is not the author“. This includes failure to acknowledge clearly and explicitly the ideas, words or work of another person whether these are published or unpublished.
 - 12.1.6. Engaging in any other activity likely to give an unfair advantage to any student.
 - 12.1.7. Inappropriate behaviour during oral examinations and Viva.
- 12.2. A student must certify, when submitting work for assessment, that the work is his/her own. Students are referred to the Coursework Submission and Statement of Academic Honesty Form.

Offences

- 12.3. An offence of academic misconduct will be considered depending on its seriousness.
- 12.4. A student's history of offences will also be considered.

Academic Misconduct Committee

- 12.5. All offences will be considered by the Faculty Academic Misconduct Committee. The Committee shall be appointed with the following constitution:
 - Three academic members of the faculty, including a Dean, who shall act as Chair.
 - One member of any validating institute (when relevant).
- 12.6. The University Registrar has the right to attend the Committee.
- 12.7. No individual who has a conflict of interest with the case to be heard may serve on the Faculty Academic Misconduct Committee or act as its secretary.
- 12.8. Any decision made by the Faculty Academic Misconduct Committee shall not be overturned subsequently by a Programme Examination Board.

Investigation:

- 12.9. A case which appears to academic staff to suggest that a student has committed an act of academic misconduct shall be reported immediately to the Dean with a recommendation of its seriousness.
- 12.10. The Dean together with a Vice Dean shall consider whether or not there is a case to answer and decide if
 - 12.10.1. The evidence is clear in which case it will be presented to the faculty. Academic Misconduct Committee for judgement.
 - 12.10.2. The evidence is not clear in which case the student will be invited to meet with the Faculty Academic Misconduct Committee.
- 12.11. Student shall be notified in writing that they are under investigation and permitted to submit additional written evidence and a written defence within 5 days of notification. At this time students will be notified that they may be required to attend the Faculty Academic Misconduct Committee and the date on which this committee will be held.

The Meeting

- 12.12. Students who are called to meet the committee have the following rights:
 - 12.12.1. To attend the Committee meeting in person.
 - 12.12.2. To call witnesses for examination at the meeting. Names must be provided in advance of the meeting.
- 12.13. Any mitigating circumstances raised in defence by a student will normally be considered only if supporting documentary evidence is provided.
- 12.14. Having taken into account all the evidence, and the defence, if any, the Committee, shall decide whether the candidate is guilty of the offence, and if

so, the appropriate penalty.

- 12.15. The Committee shall consider the possible effects on other students (who may or may not be currently under investigation and be empowered to instruct the reconvening of a Programme Examination Board, or University Committee, or the Dean to review decisions in respect of other students to ensure that equity of treatment is preserved.
- 12.16. The student shall be informed of the decision in writing within 5 working days of the meeting. If the Committee decides against the student, he/she shall be notified of the right of appeal under the University Appeals Process.

Penalties

- 12.17. The University Penalty Tariff will be used to determine the appropriate penalty.

13. Academic Appeals

Grounds for appeal

- 13.1. A student may appeal against the following:
 - 13.1.1. the mark awarded for any module; and/or
 - 13.1.2. the overall outcome of a programme of study; and/or
 - 13.1.3. the decision of a Programme Examination Board in respect of the student's progression; and/or
 - 13.1.4. the decision of a dean or University Committee to exclude a student from the University
 - 13.1.5. the result of an Academic Misconduct or Impaired Performance Committee.
- 13.2. Appeals against the academic judgement of examiners, whether internal or external, are not permitted.
- 13.3. Appeals may be made only on one or both of the following grounds:
 - 13.3.1. procedural irregularity, prejudice, or bias in the conduct of the assessment, the Programme Examination Board, the Dean or University Committee;
 - 13.3.2. circumstances that have impaired the student's performance, providing that these circumstances were not known by the University at the time it made its decision, that these circumstances can be substantiated, and that there is a valid reason for not notifying the University in advance of the decision.

Process

- 13.4. A student who wishes to appeal must submit the full details of the appeal on the approved Appeal Form, along with supporting evidence, to the University Registrar, by the deadline specified in the University Academic Calendar; this

will be after the official notification of the decision of the Examination Board, Dean or University Committee.

- 13.5. Where the University Registrar is of the view that the appeal meets either or both of the criteria above and that there is therefore a prima facie case for the appeal to be heard, the appeal shall be submitted to the Academic Appeals Committee.
- 13.6. Where the University Registrar is of the view that no prima facie case exists s/he will so advise the student, stating the reasons.

University Academic Appeals Committee

- 13.7. The University Academic Appeals Committee shall be constituted as follows:
- A senior member of Senate (in the Chair)
 - Two members of Senate
- 13.8. The University Registrar has the right to attend the Committee
- 13.9. Members of Senate with a clear conflict of interest in the appeal being heard are not eligible to serve on the committee.
- 13.10. The Office of the University Registrar shall provide servicing for the Committee.

Judgements

- 13.11. The functions of the University Appeals Committee shall be either to:
- 13.11.1. dismiss the appeal
 - 13.11.2. uphold the appeal and determine appropriate remedial action.
- 13.12. The Committee shall consider the possible effects on other students (who may or may not have appealed) and be empowered to instruct the reconvened Module or Programme Examination Board, or University Committee, or the Dean to review decisions in respect of other students to ensure that equity of treatment is preserved;
- 13.13. An appellant shall have the right to appear in person before the Committee.
- 13.14. The Chair of the Programme Examination Board, or University Committee, or the Dean whose decision is the subject of the appeal (or his/her nominee) shall normally have the right to present the case in person to the Committee. Where the substance of the appeal relates to a member of university staff, the latter shall normally participate in the proceedings of the Committee, and may be accompanied by another member of staff of their choosing.
- 13.15. The Secretary to the University Academic Appeals Committee shall seek academic reports from the relevant Programme Director which, together with the student's academic results, will be put forward to the Academic Appeals Committee for consideration.
- 13.16. Having taken into account all the evidence the Committee, shall decide if the appeal is to be upheld and if so, the appropriate action required by the University to rectify the issue.

- 13.17. In instances where the appeal is not upheld the Committee may not take action which worsens the situation of the student.
- 13.18. The University Registrar shall notify the outcome of an appeal to the appellant and relevant Dean no more than five working days after the meeting of the Academic Appeals Committee.
- 13.19. The decision of the University Academic Appeals Committee shall be final.

14. Appendix 1 – Academic Misconduct Tariff – Approved by Senate

The following tariff of penalties shall be applied to students found to have committed acts of academic misconduct.

In Exams. Practical. Class test. Quizzes... etc. Preparatory Year.

Misconduct Action	Penalty
Having a smart electronic device mobile phone, I-watch, ... etc.	Reduce mark for the exam to a minimum pass, Formal reprimand
Actively using smart electronic device mobile phone, I-watch.	Zero mark for the exam, Formal reprimand
In possession of crib notes	Zero mark for the exam, Formal reprimand
Communicating with another student, Talking in exam venue	Formal reprimand
Having any written materials (Formulae written on calculator case, Writing on hand (Smudged), notes) In possession of model answers	Zero mark for the exam, Formal reprimand
Repeated Misconduct Action *(One penalty or a combination of penalties may be imposed)	Reducing mark for the module to minimum pass, Formal reprimand Zero mark in all semester modules, Formal reprimand Refer to the Student Discipline Committee

On Submitted Assignment (Plagiarism) Preparatory Year:

Misconduct Action	Penalty
Submission purchased from essay mill or ghostwriting services	Zero mark for the assessment, Formal reprimand
Presenting work taken (all or in part) from another without their knowledge or consent	Reducing mark for the assessment to minimum pass, Formal reprimand
Presenting work previously submitted	Reducing mark for the assessment to minimum pass, Formal reprimand
Presenting work without clear sources/references/ citation / bibliography etc.	Reducing mark for the assessment to minimum pass, Formal reprimand
Repeated Misconduct Action *(One penalty or a combination of penalties may be imposed)	Formal reprimand Module mark capped at minimum pass, Formal reprimand Zero mark for the assessment, Formal reprimand Zero mark for the module, Formal reprimand

Plagiarism weight *	Penalty
20% or more	<p>First offence: Reducing mark to minimum pass, Formal reprimand</p> <p>Second offence: Reducing Module Mark to minimum pass, Formal reprimand</p> <p>Third offence or more: Reducing Module Mark to minimum pass, Formal reprimand, no opportunity to resit module in same academic year.</p>
11% - 19%	<p>First offence: Zero mark for the assessment, Formal reprimand, Resit with <u>assessment mark capped 40%</u></p> <p>Second or Third Offence: Reducing Module Mark to minimum pass grade, Formal reprimand</p>
5% - 10%	No further action beyond Formal reprimand

Please note that the Plagiarism weight is calculated using a number of sources including the Turnitin originality report, Module Leader's written report and other evidence where relevant.

Undergraduate - Academic Misconduct

In Exams. Practical. Class test. Quizzes... etc.

Misconduct Action	Penalty
Having a smart electronic device mobile phone, I-watch, ... etc.	Zero mark for the exam, Formal reprimand
In possession of crib notes	Zero mark for the exam, Formal reprimand
Communicating with another student, Talking in exam venue	Zero mark for the exam, Formal reprimand
Having any written materials (Formulae written on calculator case, Writing on hand (Smudged), notes)	Zero mark for the exam, Formal reprimand
In possession of model answers	Zero mark for the exam, Formal reprimand
Repeated Misconduct Action	Zero mark for the module, Formal reprimand
*(One penalty or a combination of penalties may be imposed)	Zero mark in all semester modules, Formal reprimand Refer to the Student Discipline Committee

On Submitted Assignment (Plagiarism) Degree Year 1 and above

The following tariff of penalties shall be applied to students found to have committed acts of academic misconduct in assessed work other than examinations.

Misconduct Action	Penalty
Submission purchased from essay mill or ghostwriting services	Zero mark for the assessment, Formal reprimand
Presenting work taken (all or in part) from another without their knowledge or consent	Zero mark for the assessment, Formal reprimand
Presenting work previously submitted	Zero mark for the assessment, Formal reprimand
Presenting work without clear sources/references	Zero mark for the assessment, Formal reprimand
Repeated Misconduct Action	Zero mark for the module, Formal reprimand
*(One penalty or a combination of penalties may be imposed)	Zero mark in all semester modules, Formal reprimand

**** Please note that the Plagiarism weight related to Turnitin originality report and the documented view of the Module Leader ****

Plagiarism weight *	Penalty
20% or more	<p>First offence: Zero mark for the assessment, Formal reprimand</p> <p>Second offence: Module mark 0%, Formal reprimand Resit but with <u>Module mark capped minimum pass mark.</u></p> <p>Third offence or more: Module mark 0%, Formal reprimand, No opportunity to resit the module in the same academic year</p>
11% - 19%	<p>First offence: Zero mark for the assessment, Formal reprimand,</p> <p>Second or Third Offence: Module mark 0%, Formal reprimand. Resit but with <u>assessment mark capped minimum pass mark.</u></p>
5% - 10%	Reducing the mark by 10%, Formal reprimand

**** Please note that the Plagiarism weight is calculated using a number of sources including the Turnitin originality report, Module Leader's written report and other evidence where relevant. ***

15. Appendix 2 – Marking Equivalency and Conversion Tables

Egyptian Standing	British Mark (%)	Egyptian Mark (%)	Letter Grade
DISTINCTION	100	100	A+
	99	100	
	98	99	
	97	99	
	96	98	
	95	98	
	94	97	
	93	97	
	92	96	
	91	96	
	90	95	
	89	95	
	88	94	
	87	94	
	86	93	
	85	93	
	84	92	
	83	92	
	82	91	
	81	91	
80	90		
79	90		
78	89		
77	89		
76	88	A	
75	88		
74	87		
73	86	A-	
72	86		
71	85		
70	85		

Egyptian Standing	British Mark (%)	Egyptian Mark (%)	Letter Grade
VERY GOOD	69	84	B+
	68	83	
	67	82	
	66	81	B
	65	80	
	64	79	B-
	63	78	
	62	77	
61	76		
GOOD	60	75	C+
	59	74	
	58	73	
	57	72	C
	56	71	
	55	70	C-
	54	69	
	53	68	
SATISFACTORY	52	67	D+
	51	66	
	50	65	D
	49	64	
	48	62	
	47	60	D-
	46	59	
	45	57	
44	55		
43	54		
42	53		
41	51		
40	50		

Egyptian Standing	British (%)	Mark	Egyptian (%)	Mark	Letter Grade
FAIL/Weak	39		49		F
	38		48		
	37		46		
	36		45		
	35		44		
	34		43		
	33		41		
	32		40		
	31		39		
	30		38		
	29		36		
	28		35		
	27		34		
	26		33		
	25		31		
	24		30		
	23		29		
	22		28		
	21		26		
	20		25		
19		24			
18		23			
17		21			
16		20			
15		19			
14		18			
13		16			
12		15			
11		14			
10		13			
9		11			
8		10			
7		9			
6		8			
5		6			
4		5			
3		4			
2		3			
1		1			
0		0			
FAIL/Very Weak					

16. Appendix 3 Definitions

The following definitions shall apply in respect of these Regulations:

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

Assessment: Assessment is the formal procedure used to evaluate the learning process and determine the extent to which a student has achieved the specified intended learning outcomes. There are two main forms of assessment: “Summative”, where a mark is given that contributes to the overall mark for a module; and “Formative”, where a mark and/or qualitative feedback are given to support future learning, but which do not contribute to the overall module mark. Both forms are very useful. Marks relate to the University’s Marking and Assessment Criteria specified in Annex 5.

There is a range of methods of assessment which fall into one of five main categories:

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

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

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

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

Written Examination: A written assessment with fixed time limit conducted under examination conditions in a venue designated for the purpose by the Registrar. Examinations may be unseen, seen, or open book. 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.

The duration of a Class Test, Oral, Practical or Written Examination shall be specified in multiples of thirty minutes.

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

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

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.

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.

Degree: An end qualification that may be designated as Bachelor of Science (BSc), or Bachelor of Engineering (BEng) or Bachelor of Arts (BA).

Examination Hall: A venue approved by the University Registrar as being one in which a university examination may be held.

Examination Period: A period of time which is set aside by the University Registrar for the conduct of examinations.

External Students: External Students are students who have failed after 2 years of regular studies. In some cases, External Students are not required to attend the University and the attendance policy should not be applied for these External Students.

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

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

Intermediate Award: Subject to Programme Regulations, the highest level of award for which a student is eligible where s/he 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).

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

Leave of Absence: An authorised period of absence from attendance on a programme.

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

Marking Criteria: Such guidelines for marking as may be approved from time to time by Senate that are to be interpreted by examiners in the context of the subject.

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

Module Assessment: The processes by which a student is able to demonstrate that s/he has achieved the learning outcomes of a module.

Optional Module: A module which is optional for students registered on a programme.

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

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

Progression: Moving from one level or year to the next is called "progression". The BUE has well-

defined rules about when a student is allowed to progress; normally you must complete one level or year before being allowed to progress to the next. Decisions about progression are taken by Examination Boards.

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 reassessment may differ from that of the original assessment.

Repeat: A student may be required to repeat a whole module/s with or without attendance.

Re-sit: A student may be required to be re-examined in a failed module including re-sit examination/s and/or re-submit coursework and/or re-sit class test/s and /or undertake any practical-based examination/s relating to failed assessments.

Resit Period A period of time to be determined by Senate in which students may be re-examined in failed or incomplete modules, and/or by the end of which students shall re-submit any coursework assessment.

Semester: A specified period of teaching, study and assessment, as defined by Senate.

Session: One academic year.

Viva Voce Examination: An oral assessment that may be used to determine a candidate's mark, award, class, or progression in addition to the normal methods of assessment. The key difference between an oral examination and a viva voce examination is that a viva voce is additional to the normal methods of assessment and is only used in exceptional circumstances which are clearly defined in the regulations.

Viva voce examinations are instigated on the instructions of either an Impaired Performance Panel, or a Programme Examination Board, for the purposes of determining, in exceptional circumstances, a student's mark for a module or module(s), award of a degree or other award, classification of the final award or entitlement to progress to the next stage of the programme.

In the case of the Impaired Performance Panel, it provides an opportunity to allow students to compensate for assessment missed due to unforeseen circumstances. It would not normally be used in cases where the missed assessment contributed substantially to the overall module mark.

In the case of a Programme Examination Board, viva voce examinations would be used in circumstances where the student is on the borderline between classifications, or between passing and failing.

The principle of „no detriment“ applies to a viva voce examination, i.e., a student cannot make his or her position worse as a result of the examination.

The viva voce panel is appointed by the Chair of the IP Panel or Programme Examination Board, and will include at least two examiners, and, in cases where final award or classification is under consideration, the External Examiner. The interviews are not normally longer than 30 minutes.