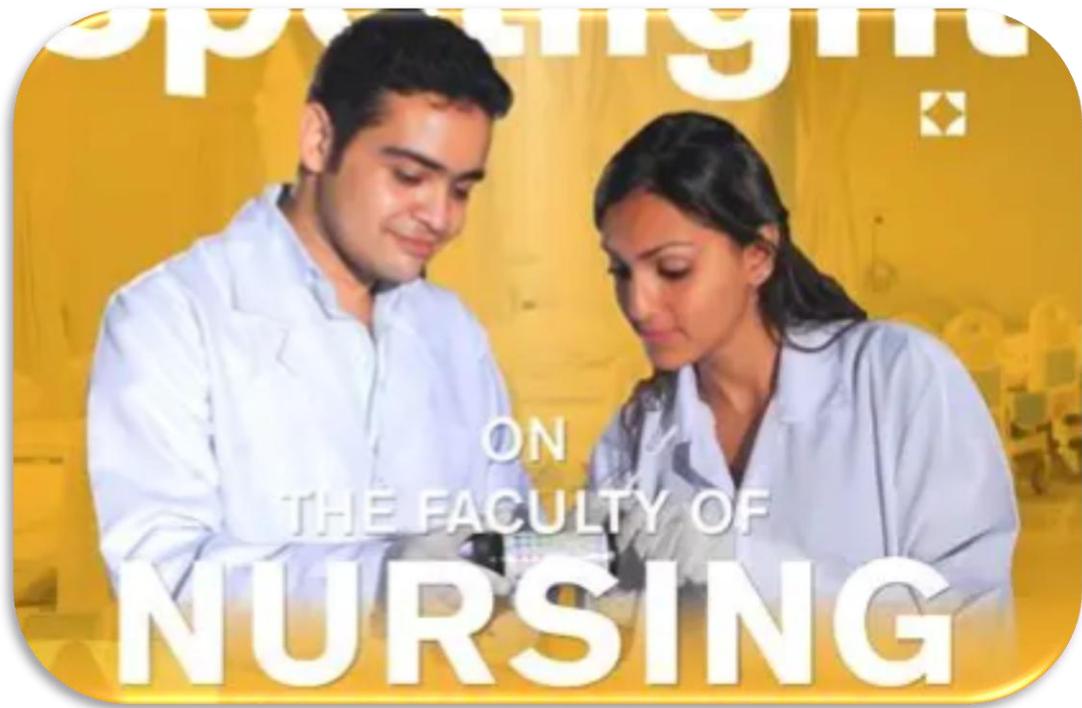


**The British University in Egypt
Faculty of Nursing
STUDENT HANDBOOK
BSC (Hons) Nursing
Academic Year 2024-2025**



September 2024

Contents

1.0 Welcome	4
2.0 Introduction	5
2.1 The University academic calendar	5
2.2 Important dates Academic Year 2024-2025	5
2.3 Timetables	5
2.4 The Student Record System (SRS)	5
2.5 The eLearning system	6
2.6 The University Student Handbook	6
3.0 About our Faculty	6
3.1 Staff roles and who to contact	6
3.3 Contacting staff by email	7
4.0 Academic Matters	8
4.1 Learning and Teaching	8
4.1.1 Learning outcomes	8
4.1.2 Programme structure	8
4.1.3 Theoretical and practical sessions	9
4.1.3 Clinical practice/work-based learning placements	9
4.1.4 Health and Safety during clinical practice/work-based learning placements	9
4.2 Assessment	11
4.2.1 Assessment methods	Error! Bookmark not defined.
4.2.2 Work Based Learning (WBL)/Placement Record	12
5.0 General Academic Regulations	11
5.1. Attendance Policy	11
5.2 Impaired Performance	13
5.3 Late Submission Policy	12
5.4. Academic Honesty and Plagiarism	14
5.6 Feedback.....	
5.7 Conduct during lectures/seminars	17
5.8 Practical sessions	17
5.7 Absence	Error! Bookmark not defined.
6.0 Support	18
6.1 Programme support mechanisms	18
6.1.1 Items of programme support mechanisms	18
6.2 University support mechanisms	19
6.2.1 Study Support	19



6.2.2 Health and Welfare	19
6.2.3 Personal and Social Development	19
6.2.4 Careers Development	19

Welcome

Welcome to the BSc (Hons) Nursing at the British University in Egypt (BUE). We hope you find your time studying Nursing rewarding, satisfying and enjoyable.

We trust that you enjoy your undergraduate years and are motivated and challenged by the Nursing programme. The profession needs leaders who are highly professional and who act as change agents capable of making Nursing an accepted and respected profession.

This handbook contains important information to help your transition into undergraduate study as well as information about our university and your programme of study. This will be useful to you in subsequent years so please retain this handbook for future use.

We look forward to working with you and wish you success in your studies.

Professor Maha Adel

Maha.adel@bue.edu.eg

Faculty Dean

Prof Mona Mayhob

mona.myhob@bue.edu.eg

Vice Dean for Teaching and Learning

2.0 Introduction

2.1 The University academic calendar

The University has two semesters each year. The detailed academic calendar can be found at - <http://www.bue.edu.eg/>

2.2 Important dates Academic Year 2024 -2025

Official Days	Week #	
17 &18 th September 2024	0	Student induction
21 th September 2024	1	Starting Teaching for S1
2 nd November 2024	8	S1 online Module Evaluation
1 st December 2024	12	Starting Clinical Training for S1
24 th December 2024 till 2 January 2025	13	Christmas Break New Year & University Closure Holiday
4 th February 2025	1	S2 Start teaching
19 th March 2025	11	S2 online Module Evaluation
25 th April2025	12	Sinai Liberation Day

2.3 Timetables

Timetables are found online at - <http://www.bue.edu.eg/portal/timetables.htm>

It should be noted that timetables are occasionally subject to change and you should check your timetable regularly.

2.4 The Student Record System (SRS)

The SRS can be found online at - <https://srs.bue.edu.eg/bue/default.aspx>

The Student Record System (SRS) provides information about your grades, study timetable, exam timetable, online module evaluation, and other announcements. Please visit the SRS on a regular basis. It is useful to get into the habit of checking the system regularly as, in the unlikely event of class changes, this information will be sent via the system.

2.5 The eLearning system

The eLearning system can be found online at - <http://learn.bue.edu.eg/>

Your username and password will enable you to access the eLearning system where information on assessment and individual modules can be found.

2.6 The University Student Handbook

Please refer to the University Student Handbook which can be found on the BUE website. This has information about university policies, procedures and facilities.

The University Student Handbook can be found at - <https://www.bue.edu.eg/academic-services>

3.0 About our Faculty

3.1 Staff roles and who to contact

Below is a summary of the roles of the staff you are likely to be in contact with most frequently:

The Dean

The Dean is responsible for the management of the faculty and works closely with the University Administration and liaises with all external organisations on behalf of the University.

The Vice Dean for Teaching and learning

The vice dean for teaching and learning has overall responsibility for the degree programme and has an overview of the programme's modules. She is responsible for monitoring student progress and addressing any problems both staff or students may have. Please contact your Vice Dean for Teaching and learning Prof. Mona Mayhob - mona.myhob@bue.edu.eg

Module Leaders

Module Leaders are responsible for the individual modules which make up the programme. They design the modules, teach them and examine them. They keep

an attendance register and monitor student progress and talk to students about any academic issues related to their particular module.

If you have questions about the content of a specific lecture or related reading, you should contact that module leader ***preferably at the end of the lecture***. If you have questions about the overall module structure, or about the assessment, contact the Module Leader by Email.

Personal Academic Tutor

All students have a personal academic tutor who you will meet soon after you have arrived, and who you will meet regularly throughout your programme.

Your personal academic tutor is there to help you feel connected to your programme and is someone you can talk to if you have questions about your programme or encounter any difficulties which affect your studies. Your personal academic tutor may also recommend other support services on campus that might be able to help. You should email your PAT in the first instance to arrange a convenient meeting time.

3.2 Contacting staff by email

Please be careful in the emails you send. Members of the teaching team receive a high volume of email and may be unable to respond to your email if it requests information that can be found elsewhere. Check the BUE website, and this handbook, to see if the information is available elsewhere first.

Generally, you should only email academic staff when it concerns an academic matter. You can also send message through the eLearning if your query is concerned with the modules posted.

Please do not send group emails to staff. You should check the list first to make sure your request is being directed to the person most able to deal with it. Staff will try to respond to emails within 3 working days (i.e. not including weekends, public holidays and annual leave). When sending emails to academic and support staff within QMU it is good practice to adhere to a professional tone and to be clear about the issue you are addressing.

4.0 Academic Matters

4.1 Learning and Teaching

4.1.1 Learning outcomes

Your programme's learning outcomes are set out in Programme Specification. They are categorised into knowledge, intellectual, practical and key transferable skills, and are linked to the aims, learning outcomes and assessment on the modules you take. You can measure your progress against the outcomes, for example when reviewing coursework feedback, and they can be used to guide you when undertaking independent study.

Specific module learning outcomes are available within the individual module pages of eLearning.

4.1.2 Programme structure

The table below sets out student progression through the programme.

	Module Title	Credit
Entry with appropriate qualifications	English (Various levels)	20
	Fundamental of Nursing 1	20
	Fundamental of Nursing 2	20
	Introduction to Health Sciences: Anatomy, Physiology and Biochemistry	20
	Introduction to Professional Practice	20
	Introduction to Academic Enquiry	20
Degree Year 1		
	Adult Health Nursing	30
	Critical Care and Emergency Nursing	30
	Applied Science: Pharmacology and Nutrition	20
	Teaching and Learning in Nursing Context	20
	Nursing in Global Context	20
Degree Year 2		

	Maternal and Women Health	30
	Child and Adolescent Health	30
	Nursing Research, Evidence Based Practice and Statistics	30
	Nursing Management, Leadership, and Informatics	30
Degree Year 3		
	Dissertation Proposal	40
	Elective Nursing Practicum	20
	Community Based Nursing	20
	Mental Health Nursing	20
	Management 2	20

4.1.3 Theoretical and Practical Sessions

In the first 9 weeks of each semester students usually attend:

5 campus-based days for theoretical teaching for all modules.

1 campus day training in the skills lab in the faculty.

4.1.4 Clinical Practice/Work-Based Learning Placements

For clinical practice in the placement areas, students attend 4 weeks of practical training outside the campus in different hospitals according to the nursing speciality.

4.1.5 Health and Safety during clinical practice/work-based learning placements

To ensure the safety of students and patients the faculty has standard procedures to address Health and Safety. They include:

Audit of work placement providers

An audit of placements is undertaken in co-operation with other higher education offering placements in the same areas prior to students being placed.

Preparation of students for placement

Students are provided with a briefing before they undertake each placement.

Students must follow the faculty's uniform requirements and wear protective clothes during clinical placements.

Students can only start a clinical placement once they are competent in their performance.

Students are fully supervised by the faculty of nursing academic staff during clinical placements.

Reporting incidents

In case of any hazard students should write an incident report and follow the hospital reporting system. Students are instructed to give a copy of the report to their faculty

supervisor, who are responsible to discuss the issue immediately with the student and to take appropriate action.

In case of any general health and safety concerns that students identify during their placement, students should raise these immediately with their faculty supervisor and the supervisor will discuss the issue immediately with the student and to take appropriate action.

4.2 Assessments

The University is governed by Regulations. Students are responsible to ensure that they understand and follow the Regulations. The General Academic Regulations (GAR) are the rules, principles and frameworks which govern the University.

In the link below you can find the following:

Academic Regulations <https://www.bue.edu.eg/academic-services/academic-regulations-bue>

4.2.1 Assessment Methods

The assessment strategy develops through the four years of the programme. It builds on and facilitates continuing development of critical, analytical and evaluative skills. It includes a range of assessment approaches to enable different knowledge and skills at various levels of development to be assessed as the student progresses through the programme.

Assessment methods used in the programme include:

Written exams

Case based exam

Written reflective papers

Written essays

Written assignments

Research critiques report

Poster presentations

Presentations

Final year dissertation (written paper and oral presentation)

Objective Structured Clinical Assessment (OSCA)

Work-based learning assessments – practice record

For practical skills assessment, there is Clinical Structured Objective Assessment (OSCA) which is completed at the end of each semester before going to the placement to assess students' competence in the practical skills. OSCA is carried out by the faculty academic staff for one day.

4.2.3 Work Based Learning (WBL)/Placement Record

This record enables students to demonstrate the achievement of their clinical learning outcomes and their progress towards the attainment of the proficiencies prescribed by the NMC and Egyptian requirements for each level from 1 to 4 of the programme. The record has also been designed to involve you, the student in the assessment of your own clinical progress.

Assessment is a three-way partnership between the student, clinical staff and faculty staff. This approach to assessment also demonstrates the close relationship between nursing practice, and the theoretical knowledge that underpins practice. Responsibility for completion of the record lies with the student.

You will be supported in your placement by in the practice area by faculty teaching assistants and academic staff member of the faculty. Successful completion of your record will reflect the achievement of the learning outcomes and clinical proficiencies identified for this placement.

5.0 General Academic Regulations

5.1 Student Attendance Policy

Students are required to attend at least 75% for the theoretical classes and at least 80% during skills lab training WBL.

If you were absent for any reason, you should submit an absence form on Claims System with valid evidence about the reason for absence.

If you will be absent for 10% you will receive 1st warning letter, and you have been absent for another 15% from the total number of days you will receive 2nd warning letter, this means that you were absent for 25%, if you will be absent after the 25% you will be barred (not allowed) to attend the final assessment of the relevant module.

Concerning attendance of WBL if you attend less than 80% will not be eligible to pass the WBL (clinical training).

5.2 Impaired Performance

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.

5.3 Late Submission Policy

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

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.

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.

Only late-submitted module component marks are capped, not the overall module"

5.4 Academic Honesty and Plagiarism

Academic Honesty is a cornerstone of BUE's approach to delivering Higher Education. It is underpinned by the principles of integrity, honesty, independent learning, wide ranging research, and selecting, integrating and referencing sources appropriately. As a student in the Nursing programme you will need to:

understand why Academic Honesty is valued and that it needs to be maintained.

understand the requirements for Academic Honesty.

ensure Academic Honesty at all times.

understand what constitutes plagiarism.

know how to cite and reference.

know the consequences of plagiarism and how BUE Regulations apply.

You must ensure that all work you submit for assessment is your own and that you have properly referenced any work from other authors. If you do not do this, then you will be committing Academic Misconduct. This is defined as:

Cheating: Involves taking advantage of, or manipulating, a situation unfairly for one's own benefit.

Plagiarism: 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.

But what does this really mean? It means you should not:

Copy someone else's work and present it as your own

Copy someone else's work and change a few words here and there

Submit the same, or part of the same, piece of work for two different assessments

More information on plagiarism, and QMU's approach to it can be found on this wiki: [in your own words – understanding and avoiding plagiarism](#), and in this [PowerPoint presentation](#), and more information on how to reference correctly in order to avoid plagiarism, can be found in [Write and Cite](#), QMU's guide to referencing.

5.5 Policy of Using Generative AI

Generative AI must never be employed for a use that would constitute plagiarism or academic collusion if the generative AI source were a human or organisational author.

Students may use generative AI in the production of some of their assignments on the condition that use is:

Explicitly authorised in the assignment guideline.
Used in a manner that is appropriately acknowledged using Harvard conventions.
If the AI percentage in a submitted assignment is below 30, it will not be considered plagiarism until further investigation is done.

For AI percentages between 30 to 50, students will be required to attend a Viva confirmation meeting. This policy applies to all modules with assessed submitted assignments of Turnitin for all degree years including English.

In case the AI percentage is above 50, it might be referred to the Academic Misconduct Committee (AMC) after investigation.

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 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.

Note:

In case the similarity score on Turnitin's Originality Report is over 20%, it might be referred to the Academic Misconduct Committee (AMC) after investigation.

5.6 Feed Back on Assignments

Assignments will *normally* be returned to students with *provisional* grades 4 working weeks after

submission date. If there is a delay for any reason, this will be sent by email or given orally. Dates for collection will be posted on the Turnitin site. The faculty aims to return marked assessments within four term-weeks of the date of examination

or submission. You can access your own marks from the Student Record System.

5.6 Extensions

If you are requesting an extension on the grounds of impaired performance, this should be formally made through our program leader and the appropriate application form completed. Please ensure you include your MATRICULATIONNO on the application form. This enables us to keep track of here students are in the system. Please also note that if you are Granted an extension, there may be a delay in processing the assignment through the Examinations Board.

6.0 Code of Conduct during Teaching Classes and Practical Training

6.1 Conduct during lectures/seminars

Students are expected to follow the following guidelines:

Attendance at lectures, tutorials and all teaching sessions is essential, in particular where students' absence may be detrimental to the performance of fellow students and the quality of learning experience gained. In addition, lateness is a discourtesy to the whole group and the group itself should make clear that lateness or other disruptive behaviour is not acceptable.

Mobile phones should be switched off **before** entry into the class and never used in the exam rooms.

Audio recording of lectures, students should have permission to record lectures and should inform the lecturer at the beginning of the lecture. Permission must be granted from **all class members** in order to audio-record lectures.

6.2 Practical sessions

Dress

Please ensure that you are appropriately dressed for practical classes and skills development in the lab. You will be requested to wear a lab coat or a nursing uniform when performing clinical skills. At all-time wear practical

clothes that allow you to move more freely and quickly.

Hygiene

Pay attention to personal hygiene at all times. You are expected to set an example of hygienic principles, clean and well-organised environment and to promote the absence of accidents.

Equipment

In addition, please note that you are the users of equipment so you have to maintain it efficient and well-functioning at all time. Please report to the Administrative Assistant Mohamed Emad any malfunctioning equipment so that it should be immediately repaired.

7.0 Student Support

7.1 Programme support mechanisms

The University has a number of support services available to students to support their development as independent learners. Services include:

7.1.1 Items of programme support mechanisms

Programme Support mechanisms include:

1 – Programme Student Handbook
Please consult your programme student handbook for information and guidance.
2 - Office hours
All academic staff advertise office hours. Office hours provide students the opportunity to seek advice, guidance and support from their module leader at specific times.
4 - Open Labs
Students have access to labs to support the development of manual skills and for simulation. Access is free.
5 - Revision period at the end of each semester
Please attend the revision period at the end of each semester.
6 - eLearning
Each module leader puts specific materials on eLearning that will help students develop the knowledge and skills required by the module.
7 – Student feedback including feed forward strategies
Please carefully read feedback from each assignment and discuss it with the module leader if needed.
8 - The Personal Academic Tutor
Please make an appointment to discuss any issues affecting your studies with your Personal Academic Tutor.

7.2 University support mechanisms

The University provides support facilities for all students including:

7.2.1 Study Support

1 – The Library

Supports students through the provision of:
Books, journals and electronic resources and databases.
Workshops on academic honesty and Turnitin.
Workshops information skills.
Study space.
Access to IT, copying and WIFI.

7.2.2 Health and Welfare

1 - Welfare Counsellor

Provides advice and guidance for students with financial, psychological, social, emotional and academic concerns.

2 - The University Health Clinic

The BUE has two Medical Centres.

7.2.3 Personal and Social Development

1 - Students Activities

Provides students with opportunities to participate in students' clubs and societies as well as social activities and trips.

2 - The Student Union

Provides students the opportunity to participate in the Students Union.

7.2.4 Careers Development

1 - Alumni Office

The University holds an annual Employment Fair each April. This provides an opportunity for current students to arrange work experience during the summer vacation period as well as for graduating students to meet prospective employers.
Additionally, the Alumni Office circulates job opportunities to all graduates.