



*The*  
BRITISH  
UNIVERSITY  
IN EGYPT

FACULTY OF COMMUNICATIONS  
AND MASS MEDIA

# **Undergraduate Academic Regulations**

*Incorporating the Regulations for Students on the  
Egyptian-only Degree Track*

# Contents

---

1.	Introduction.....	3
2.	Admissions and Registration.....	4
3.	Attendance Requirements.....	6
4.	Recognition of Prior Learning (Exemption from Modules) .....	7
5.	Structure of University Awards .....	7
6.	Programme Structure.....	8
7.	Declaration of Personal Interest / Conflict of Interest.....	8
8.	Assessment .....	9
9.	Exam Board and External Examiners.....	17
10.	Award Classification and Criteria.....	21
11.	Graduation.....	24
12.	Student Experience.....	25
13.	Academic Misconduct .....	26
14.	Academic Appeals .....	28
15.	Appendix 1 – Academic Misconduct Tariff – Approved by THE BRITISH UNIVERSITY IN EGYPT Senate held on 10 <sup>th</sup> April, 2018 .....	31
16.	Appendix 2 – Marking Equivalency and Conversion Tables .....	32
	Appendix 3 Definitions .....	34

## **1. Introduction**

These Regulations and Procedures apply to all students on programmes offered by the British University in Egypt that lead to Undergraduate awards.

It is the student's responsibility to read and abide by the rules specified in this document in addition to any specific rules and regulations of their study programme. Students must also refer to the student's handbook for more guidance.

All policies, guidelines and procedures which this document refers to are published on THE BRITISH UNIVERSITY IN EGYPT website in the Academic Services page.

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 and Queen Margaret 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 including any additional requirements set out by the UK partner

The Egyptian award and classification are determined in according to the relevant regulations and the Egyptian award certificate and online transcript are issued by THE BRITISH UNIVERSITY IN EGYPT. The UK award certificate and transcript are issued separately by the UK validating institution.

## **2. Admissions and Registration**

### ***Admissions***

- 2.1. Students are required to meet the minimum Faculty entry requirements as set by the Egyptian Supreme Council of Universities, THE BRITISH UNIVERSITY IN EGYPT Senate and the Faculty.
- 2.2. Students being admitted to programmes which lead to a UK award must also meet any specific requirements set out by the validating partner.
- 2.3. Students must obtain a minimum score of 6.0 on IELTS or the equivalent score agreed by THE BRITISH UNIVERSITY IN EGYPT Senate. Equivalent score is normally determined by a standard test taken during the Admissions process.
- 2.4. Foreign students must provide evidence that they have been granted permission to stay in Egypt for a minimum of two years.
- 2.5. Students enrolled in the faculty of Nursing are required to obtain a minimum score of 4.0 on IELTS or the equivalent score agreed by THE BRITISH UNIVERSITY IN EGYPT Senate.

### ***Registration***

- 2.6. Students are required to register annually, failure to register by week 4 of each academic year may result in the withdrawal of student status.
- 2.7. Students who withdraw from the University before the start of semester one will be entitled to a refund for all fees. Refund for students who withdraw after that period will follow the policy agreed by the Egyptian Supreme Council of Universities.
- 2.8. 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.
- 2.9. All students who enter the University in Faculties with 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.
- 2.10. Students on UK awards are permitted a maximum of two enrollments in each academic year.
- 2.11. 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.
- 2.12. 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***

- 2.13. 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 includes any periods of approved leave of absence or suspension of studies.

- 2.14. In exceptional circumstances such as long term illness, and only with permission of both Universities, a student may be granted an extension beyond the maximum registration period.
- 2.15. The following rules apply to the maximum registration period of THE BRITISH UNIVERSITY IN EGYPT Egyptian award.
  - 2.15.1. Students have a maximum of two years of study in the preparatory year or in Degree Year One in programmes with no preparatory year.
  - 2.15.2. Students in Degree Year One in programmes that have a preparatory year or Degree Year Two in programmes with no preparatory year can have maximum two years of regular study plus one year as external students.
  - 2.15.3. Students in their Third or final two years of study (Degree Year two in programmes with preparatory year or Degree Year Three in programmes with no Preparatory year) can repeat for one extra year as external students.
  - 2.15.4. 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***

- 2.16. Students may suspend their studies for the following reasons:
  - 2.16.1. Medical conditions approved by THE BRITISH UNIVERSITY IN EGYPT Clinic
  - 2.16.2. Absence or forced travel as approved by the Dean and Faculty Council.
  - 2.16.3. Military conscription.
- 2.17. All requests for the suspension of studies must be evidenced by appropriate documentation.
- 2.18. Suspensions are approved by the University Registrar and cannot be given if the student has taken any final exams in the year of study to be suspended.

### ***Re-enrollment***

- 2.19. Students who have terminated their studies are permitted to re-enroll on the programme with permission from the Dean and University Registrar. Student must submit a request for re-enrollment maximum by the end of week two of semester one.
- 2.20. Students who have failed their studies in one programme are permitted to register on another programme with permission from the Dean and University Registrar.
- 2.21. 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.
- 2.22. Reenrollment students must meet the admissions conditions.

2.23. Reenrolling students will be granted exemption from relevant completed modules if they have achieved a pass grade

2.24. All exemptions must be approved by the Dean.

### ***Termination of studies***

2.25. 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***

2.26. A student shall be permitted to apply to change his/her programme of study or programme specialism:

2.26.1. within two weeks from the start of the first registration for the programme or specialism, if approved the student will continue on the new programme.

2.26.2. prior to the start of the next academic year, if approved the change will be implemented at the start of the next academic year

2.27. Agreed changes will be implemented at the start of the next academic year with students continuing with their studies until the following academic year.

2.28. Changes to programme or programme specialism require the permission of the Dean and University Registrar.

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

2.30. Students will be granted exemption from relevant completed modules if they achieved a pass grade

2.31. All exemptions must be approved the Dean.

## **3. Attendance Requirements**

3.1. Students are required to meet the University attendance policy as agreed by THE BRITISH UNIVERSITY IN EGYPT Senate.

3.2. Students who do not meet the required minimum attendance will be barred from attending final assessments.

3.3. Absences can be approved following the Guidelines for Student Absence process which is described in details in the student's handbook.

3.4. 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

3.5. Repeating students shall be required to meet the University attendance policy for the modules they have failed, if the module contents have been changed attendance for repeating students will be decided by relevant Dean.

### ***Repeating Students***

3.6. Students who are retaking a module due to a successfully upheld Impaired Performance Claim will be classified as a first attempt.

- 3.7. Unless stipulated by the relevant Dean students who are repeating modules have the option to repeat the original module they have studied or study the updated version of the module.
- 3.7.1. Those opting to retake the updated module take the assessment profile of that module. In this instance no assessment marks from the previous failed module will be carried forward and the number of attempts will be continued.
- 3.7.2. 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.

#### **4. Recognition of Prior Learning (Exemption from Modules)**

- 4.1. 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).
- 4.2. The granting of exemptions is governed and approved by the Egyptian Supreme Council of Universities.
- 4.3. Exemptions can only be given before first registration: the only exemptions that are permitted once a student has registered at THE BRITISH UNIVERSITY IN EGYPT are for internal transfer students who are transferring from one programme to another.
- 4.4. 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 and these modules do not count for compensation purposes. Exemptions will be recorded on the transcript.
- 4.5. Subject to approval by the Dean students permitted entry with advanced standing may also be required to study up to 20 credits of previous study years.
- 4.6. No exemptions can be given for modules contributing to the calculation of the final award average in a UK validated degree.
- 4.7. No exemptions can be given for modules in the final two years of an Egyptian degree.
- 4.8. Students entering the University with advanced standing are required to meet the English language requirements for their programme of study.

#### **5. Structure of University Awards**

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

### ***Intermediate Awards on UK- LSBU validated Programmes***

- 5.3. Students who achieve 120 credits in addition to preparatory year 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 (FHEQ level 4).
- 5.4. Students who achieve 240 credits in addition to preparatory year 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 (FHEQ level 5).

### ***Intermediate Awards on UK- QMU validated Programmes***

- 5.5. Students who successfully completed the preparatory year in addition to 120 credits in degree year one will be eligible for the award of Diploma of Higher Education (SCQF level 8).
- 5.6. Students who successfully complete the preparatory year and degree year one in addition to 120 credits in degree year two will be eligible for the award of BSc Health Studies (SCQF level 9).

## **6. Programme Structure**

- 6.1. The academic year is divided into two semesters: Semester 1 and Semester 2.
- 6.2. All taught undergraduate programmes at THE BRITISH UNIVERSITY IN EGYPT are modular in structure.
- 6.3. The Programme Specification for each programme sets out the specific requirements for each programme of study.
- 6.4. Changes to Programme Specifications must be approved by the University Teaching and Learning Committee on the recommendation to the Senate and when relevant by the validating institution.

### ***Credits***

- 6.5. Unless something different is stated in the programme specification, each programme year comprises 120 credits of modules, delivered and assessed over two semesters.
- 6.6. Normally students shall pursue a maximum of 60 credits in each semester. Exceptions require the approval of the relevant Dean.
- 6.7. Students who wish to take additional modules outside his/her approved programme of study require the approval of the relevant Dean/s.

### ***Modules***

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

## **7. Declaration of Personal Interest / Conflict of Interest**

- 7.1. Members of staff are required to inform their 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.

7.2. Where a member of staff has informed the University of Personal Interest relating to a student, the University shall, as deemed appropriate:

7.2.1. 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

7.2.2. 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

7.2.3. 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.

## **8. Assessment**

### ***Principles***

8.1. Procedures for marking and moderation of marks should be fair and transparent.

8.2. All modules shall be assessed in English. Exemptions required the approval of Senate and the University Board.

8.3. 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.

8.4. 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:

8.4.1. Coursework assessment conducted during the semester(s) in which the module is completed; or

8.4.2. Unseen written examination during an examination period; or

8.4.3. Practical-based examination, including clinical practice exams and Objective Structured Clinical Examination OSCE's, organised by the relevant department; or

8.4.4. Oral examination; or

8.4.5. Dissertation and Viva.

8.5. Examples of coursework include assignments, research papers, presentations, class tests, clinical practice and practical/laboratory based examinations organised by the relevant department.

8.6. 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***

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

8.8. Any penalties for permitted late submission must be listed in the Assessment

Brief.

***Penalty for exceeding word count***

8.9. Any penalties for exceeding the word count must be approved by the faculty council and will be listed in the Assessment Brief.

***Special provision for assessments***

8.10. 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.

8.11. 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.

8.12. 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***

8.13. Together with the Dean the University Registrar shall be responsible for the scheduling and conduct of all final written examinations.

8.14. Heads of Departments shall be responsible for the scheduling and conduct of all class tests, oral and practical examinations.

***Examination Papers***

8.15. 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.

8.16. 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 / Egyptian Dual Award***

8.17. Students registered on the Egyptian Award only studying alongside students registered on both awards will be marked using UK marking standards.

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

8.19. 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.

8.20. The minimum overall module mark for a pass and award of credit at the specified level in each module shall be 40

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

8.22. 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.

***Marking and pass marks for Faculties running UK Queen Margaret University / Egyptian Dual Award***

8.23. All students will be marked using UK marking standards. A mark out of 100 shall be awarded for each component of assessment using UK marking standards.

8.24. The minimum overall module mark for a pass and award of credit at the specified level in each module shall be 40.

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

8.26. Students are required to obtain a minimum of 30% in each piece of assessment.

8.27. 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

**In addition to the above the following is applied on students under the following categories**

***A- Faculties running only Egyptian Award***

8.28. Students are not required to pass all components of assessment. However students are required to achieve a minimum mark of 30% in the final (unseen) examination.

8.29. Unless otherwise specified in the programme regulations the minimum overall module mark for a pass and award of credit at the specified level in each module shall be 50% for non-core modules and 60% for core modules

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

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

8.32. An aggregate based on each component of assessment's weighted score is used to calculate the overall module mark.

***Moderation***

8.33. All assessed work submitted for credit in programmes leading to awards shall be subject to the policy of moderation.

8.34. 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 10% 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.

8.35. In instances where the two markers differ by up to 10 marks both markers should

reach an agreement together and inform relevant Dean

- 8.36. 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
- 8.37. 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***

- 8.38. All marks, results and classifications approved by relevant Examination Boards shall be published only by the University Registrar.
- 8.39. 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 Boards of Examiners are free to adjust marks up or down.
- 8.40. Second semester marks, results and classifications are not to be made available to students until after confirmation by the Programme Examination Board.
- 8.41. On completion of the Programme each student shall receive a formal transcript issued by the University Registrar.

***Arithmetical / Grade Entry mark check***

- 8.42. 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.
- 8.43. 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***

- 8.44. A student has the right to report in writing circumstances that may have impaired his or her performance in any examination, class or laboratory test, coursework, or other assessment and/or his/her ability to attend any examination, class test or laboratory 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.
- 8.45. Only medical conditions approved by THE BRITISH UNIVERSITY IN EGYPT Clinic will be accepted; Clinic approval is required within one week of return to study.
- 8.46. The report must be submitted by the deadlines published by the University and should be accompanied by independent evidence. The Form for Notifying Impaired Performance should be used.
- 8.47. 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.
- 8.48. 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***

- 8.49. 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.
- 8.50. An administrator from Faculty shall act as secretary.
- 8.51. The University Registrar shall be entitled to attend the panel meetings.
- 8.52. The Panel shall meet at least once prior to any meeting of the relevant Board of Examiners.
- 8.53. 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:
  - 8.53.1. to set aside the result obtained and permit the student to be reassessed without restriction; or
  - 8.53.2. to increase the student's marks; or
  - 8.53.3. to substitute an alternative mark from an appropriate source; or
  - 8.53.4. to recommend that the Module Leader conducts a viva voce examination as a means of determining the appropriate mark(s).
- 8.54. The student shall be informed of the decision in writing within 5 working days of the meeting. Students shall be notified of the right of appeal under the University Appeals Process. Appeals against decisions taken by the Impaired Performance panel must be submitted to online once the appeals system opened.

***Progression and trailing modules***

- 8.55. Students are required to attempt all assessments.
- 8.56. Students must normally complete all Modules before they can progress to the next academic year.
- 8.57. 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.
- 8.58. Students are not allowed to trail modules listed as prerequisites in the Programme Specification.
- 8.59. 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.

***Progression and trailing modules – medical provision***

- 8.60. With regards to individual Faculties:
  - 8.60.1. Students registered on the Nursing Programme can trail up to 20 credits from one year to the next, given that modules to be trailed are not

listed as prerequisites.

8.60.2. Students registered on the Dentistry Programme are not permitted to trail any modules from Degree Year 2 to Degree Year 3 or from Degree Year 4 to Degree Year 5.

- 8.61. 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.
- 8.62. 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. In both cases the failure will be counted as an attempt.
- 8.63. Attendance requirements for trailed module/s will be set out by the relevant Dean.
- 8.64. 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.
- 8.65. Except in exceptional circumstances approved by the relevant Programme Examination Board (PEB), the maximum number of credits that students may attempt during Sumer Assessment Period is 60 credits.

***Progression and trailing modules – English modules***

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

***Practice placements - Nursing Faculty***

- 8.67. A placement is defined as a period of discrete clinical experience of 4 weeks or more which is formally assessed as set out in the programme document.
- 8.68. Students must submit the appropriate completed Practice Record documents by the agreed date as stipulated in the Practice Record document.
- 8.69. Any student who submits a completed Practice Record after the submission date, without the agreement of the Programme Director, will normally be deemed to have failed the placement.
- 8.70. To achieve a pass in the assessment by Objective Structured Clinical Examination (OSCE) of Nursing Skills in Years 1 – 2, the candidate must attend and pass 100% (that is a pass in all stations undertaken).
- 8.71. An unsatisfactory assessment must be retrieved during the subsequent placement.
- 8.72. A student will be allowed one retrieval attempt at each clinical placement (subject to regulation 8.65).
- 8.73. If a student fails to retrieve the unsatisfactory assessment, the student will normally be required to withdraw from the programme.
- 8.74. A student who as a result of a disciplinary action, cannot continue in practice placements, will be required to discontinue his or her studies.
- 8.75. A candidate will normally be required to satisfy practice placements requirements before being permitted to enter the next stage of the programme.

***Permission to practice (Medical Degrees)***

8.76. The degree certificate issued by THE BRITISH UNIVERSITY IN EGYPT is not a license to practice Dentistry in Egypt. In order to be entitled to apply for registration with the relevant Egyptian syndicate, the student must be awarded a degree and also have:

8.76.1. satisfactorily complete all clinical practice placements in Degree Year 5, and

8.76.2. completed a 12 month internship.

8.77. The degree certificates issued by THE BRITISH UNIVERSITY IN EGYPT and QMU are not a license to practice Nursing in Egypt. In order to be entitled to apply for registration with the Egyptian Ministry of Health, the student must be awarded a degree and also have:

8.77.1. satisfactorily complete all clinical practice placements of the internship year, and

8.77.2. completed the necessary hours to meet government requirements.

8.78. The degree certificate issued by THE BRITISH UNIVERSITY IN EGYPT is not a license to practice Pharmacy in Egypt. In order to be entitled to apply for registration with the relevant Egyptian Syndicate, the student must be awarded a degree and also have:

8.78.1. Successfully applied for a licence to practice.

***Compensation for failure for English Modules***

8.79. No compensation for failure of modules is possible in any THE BRITISH UNIVERSITY IN EGYPT programme for English Modules.

***Compensation for failure for students on LSBU / THE BRITISH UNIVERSITY IN EGYPT Dual Degrees***

8.80. Programme Examination Boards may consider a student for compensation for failure in two modules to the value of 20 credits if they have:

8.80.1. Achieved a module mark of at least 30% in the module to be compensated;

8.80.2. Passed at least 100 credits in the Degree Year in question;

8.80.3. Achieved an average mark of 40% in all other modules of the relevant Degree Year; and

8.80.4. The student has not been the subject of a proven academic misconduct allegation for the module for the current academic year.

8.81. When calculating a Degree Year Average and the Final Award Average the original (lower) mark will be used.

8.82. Compensation cannot be applied on graduation projects and dissertations.

***Compensation for failure for students on QMU / THE BRITISH UNIVERSITY IN EGYPT Dual Degrees***

8.83. No compensation for failure of modules is possible in THE BRITISH UNIVERSITY IN EGYPT / QMU Dual Degree programme.

***Compensation for failure for students on THE BRITISH UNIVERSITY IN EGYPT***

***Egyptian Track Degree only (Applied on all students on the EG track degree).***

- 8.84. 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.
- 8.85. Students must have achieved a minimum module mark that is 10% below the pass mark for the module being considered for compensation. Students must also achieve the minimum mark for specific assessments as mentioned in 8.26 & 8.28.
- 8.86. A maximum of 20 marks shall be available for compensation for failure in each study year, these marks shall be used for all modules including modules trailed from previous year.
- 8.87. Compensation shall be applied only if it changes the status of the student as follows:
- 8.87.1. From Repeating to Re sitting in 60 credits.
  - 8.87.2. From Repeating to Progressing with 20 credits trailed modules after the resit period.
  - 8.87.3. From Progressing with trailed modules to progressing with no trailed modules.
- 8.88. Number of marks consumed by each module depends on the module credits so modules with 20 credits will consume double of the added marks.
- 8.89. Compensation marks should not be carried from one study year to another.
- 8.90. Compensation cannot be awarded for graduation projects, dissertations.
- 8.91. Additional marks and a lower threshold are available for students at risk of being dismissed from the University as follows:
- 8.91.1. In addition to the compensated marks remaining from semester two a maximum of 20 marks will be added and the total marks will be available for compensation.
  - 8.91.2. Minimum mark for modules to be considered for compensation is 15% below the pass mark.
- 8.92. No additional marks are available for graduating students in all faculties.
- 8.93. When calculating a Degree Year Average and the Final Award Average the original (lower) mark will be used.
- 8.94. Compensation cannot be applied on graduation projects and dissertations.

***Failure and number of attempts***

- 8.95. Students registered for the UK / Egyptian dual award have a maximum of two years to pass any study year, students who fail to pass any study year after two years will be dismissed from the UK degree track.
- 8.96. Students shall be permitted a maximum of two opportunities of assessment in a given academic year for all modules: normally the first opportunity shall be during the relevant semester, and the second during the re sit period.
- 8.97. Students registered for the UK / Egyptian dual award shall be permitted a maximum of four attempts in any module, students who failed any module at the fourth attempt shall be dismissed from the UK degree track.



- 8.98. 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 BRITISH UNIVERSITY IN EGYPT.
- 8.99. 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.
- 8.100. Students registered on THE BRITISH UNIVERSITY IN EGYPT / QMU award who fail in more than 80 credits in any year starting from degree year one after prep shall be dismissed from the QMU degree track.

***Reassessments of an assessment:***

- 8.101. Students may retake a module in only two circumstances:
- 8.101.1. Retake due to failure in which case the module will be capped at a pass mark.
  - 8.101.2. Retake due to accepted Impaired Performance Claim or appeal.

***Nature of reassessment***

- 8.102. Normally the form and structure of the re-assessment shall be the same as the first attempt.
- 8.103. 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
- 8.104. Students are not permitted to elect the form of reassessment.
- 8.105. Students are advised to retake all failed assessment components.

***Calculation of marks during reassessment***

- 8.106. The maximum mark which students who are retaking a module due to failure can achieve is the minimum pass mark.
- 8.107. Unless stipulated by specific programme regulations, marks for components previously passed are combined with the reassessment mark to determine the overall module mark.
- 8.108. Unless stipulated by specific programme regulations, 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.

## **9. Exam Board and External Examiners**

- 9.1. 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***

- 9.2. The purposes of the External Examiner system is to ensure that:
- 9.2.1. 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
  - 9.2.2. are comparable to standard to Universities in the UK; and
  - 9.2.3. the assessment system is fair and is consistently operated in the classification of students.
- 9.3. 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.
- 9.4. The core role of External Examiners is to maintain the academic standards of awards.
- 9.5. 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.
- 9.6. 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***

- 9.7. 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.
- 9.8. 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***

- 9.9. Programme External Examiners are appointed for THE BRITISH UNIVERSITY IN EGYPT programme by THE BRITISH UNIVERSITY IN EGYPT Senate and for the UK programme by the validating institution. External Examiners are required to meet the appointment criteria of both institutions.
- 9.10. 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
- 9.11. Project External Examiners are nominated by the relevant department and approved and appointed by the Dean.
- 9.12. Oral External Examiners are appointed by the Dean based on the nomination of the Module Leader.
- 9.13. External Evaluators are nominated by the Dean and appointed by Senate
- 9.14. The appointment, terms of reference and provision of information and induction of all External Examiners is the responsibility of both THE BRITISH UNIVERSITY

IN EGYPT and if appropriate the validating institution.

- 9.15. 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 THE BRITISH UNIVERSITY IN EGYPT Senate and by the validating partner (where relevant).

***Responsibilities of Programme External Examiners***

- 9.16. 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.
- 9.17. 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.
- 9.18. 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.

***Responsibilities of Project External Examiners***

- 9.19. Project External Examiners are responsible for undertaking an examination of each student.
- 9.20. Project External Examiners are entitled to view completed dissertations and projects and any associated reports in order to reach judgements on standards.
- 9.21. Project External Examiners provide written reports on each student to the Programme External Examiners.

***Responsibilities of Oral External Examiners***

- 9.22. Oral External Examiners are responsible for undertaking and marking an Oral Examination of students.

***Responsibilities of External Evaluator***

- 9.23. External Evaluators 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.
- 9.24. External Evaluators will normally be provided with a sample of student work across a range of results. They should agree with the Faculty concerned, 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.

***Responsibilities of Preparatory Year Examiner***

- 9.25. Preparatory 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.

### ***Information and induction***

- 9.26. 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***

- 9.27. The Module Examination Board is responsible for one or more modules owned by a department, and will make recommendations to the Programme Examination Board on marks and credit to be awarded to students for each module
- 9.28. The Module Examination Board is responsible for a module or closely-related group of modules; its functions will be:
- 9.28.1. To consider module marks and the award of credit;
  - 9.28.2. To take into account any special circumstances which may have impacted on a module; and
  - 9.28.3. To ratify module marks.
- 9.29. 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
  - At least one member of the 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.
- 9.30. 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)
- 9.31. The External Examiner(s) will receive reports and recommendations from the Project and Oral External Examiner (when relevant).
- 9.32. 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***

- 9.33. Student performance is considered in during a Programme Examination Board.
- 9.34. 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.
- 9.35. The Programme Examination Board is responsible for a programme or closely-related group of programmes; its functions will be:
- 9.35.1. To consider module marks and the award of credit;

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

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

9.35.4. To approve the academic progression of students.

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

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

9.36. 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
- At least one member of the validating institution (where relevant).
- A representative from the Office of the University Registrar will provide support to the Board.
- Servicing for the Boards is the responsibility of the Faculty
- The University Registrar will have the right to be in attendance.

9.37. The quorum of the Programme Examination Board will be:

- The Chair or Deputy Chair.
- The Vice Dean.
- The Programme External Examiner.
- A representative from the validating institution (where relevant).

9.38. Marks approved by Programme Examination Boards will not be subsequently reconsidered except in the context of an academic appeal.

### ***Approval and adjustment of marks***

9.39. 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.

9.40. Programme External Examiners must approve marks during Programme Examination Boards.

9.41. 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).

## **10. Award Classification and Criteria**

### ***Requirement for a graduate award***

- 10.1. To qualify for an award, a student must:
- 10.1.1. have registered annually with the University; and
  - 10.1.2. have paid all prescribed fees and charges; and
  - 10.1.3. have satisfactorily completed a programme of study within the approved time limit; and
  - 10.1.4. have achieved 120 credits in the Preparatory Year or equivalent thereof; and
  - 10.1.5. have achieved the number of credits at the required level as set out in the programme specification; and
  - 10.1.6. obtained a minimum average score of 40%; and
  - 10.1.7. successfully completed the English Modules as approved by Senate; and
  - 10.1.8. successfully completed any other graduation requirements as described by the Faculty in the Programme Specification; and
  - 10.1.9. successfully completed other graduation requirements as set out by the Egyptian Supreme Council of Universities.

**Calculation of THE BRITISH UNIVERSITY IN EGYPT Egyptian Degree**

- 10.2. 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.
- 10.3. 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.
- 10.4. 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:

10.4.1.

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

- 10.5. The University Board can grant a 1% discretion to raise students in the borderline classification to the higher classification without changing the average.
- 10.6. An "Honours" standing is granted to the student provided that:
- 10.6.1. 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
  - 10.6.2. s/he has not failed any modules during his/her programme of study (including the Preparatory Year modules in five-year programmes)
  - 10.6.3. s/he has no history of Academic Misconduct.

**Calculation of UK Degree for student's graduating with an LSBU Award.**

- 10.7. 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

10.8. In calculating the percentage:

10.8.1. 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.

10.8.2. 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.

10.8.3. Marks with a decimal part below 0.5 will be rounded down to the nearest whole number and marks with a decimal part of 0.5 and above will be rounded up to the nearest whole number.”

***Discretion at Classification Boundaries for LSBU Award***

10.9. 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:

10.9.1. At least 60 credits of the level 6 modules are at the higher classification;

10.9.2. No professional, statutory, or regulatory body restrictions prevent the operation of discretion at classification boundaries.

***Calculation of UK Degree for students graduating with a QMU Award.***

10.10. 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

10.11. Honours classification shall be based on a Final Overall Average Mark, rounded up or down to the nearest percentage, calculated as follows:

10.11.1. Honours shall be awarded to students on the basis of a final overall average calculated on the basis of the average marks at Degree Year 3 and 4 (SCQF levels nine and ten, excluding any modules for which credit was not awarded, and excluding any exempted modules).

10.11.2. All modules at Degree Year Three (SCQF level nine) shall be weighted according to their credit value, and a year three average calculated.

10.11.3. All modules at Degree Year Four (SCQF level ten) shall be weighted according to their credit value, and a year four average calculated.

10.11.4. The Degree Year Three and Degree Year Four averages shall be combined in the ratio 20% year three and 80% year four to arrive at a

final overall average.

***Discretion at Classification Boundaries for QMU Award***

- 10.12. All final overall weighted average marks falling not less than 0.5 per cent below the classification boundary are automatically reclassified at the higher level (rounded up to the nearest whole number)
- 10.13. All final overall weighted average marks falling between 0.5 per cent and two per cent below the classification boundary are deemed borderline cases. In these cases the final classification is determined by
  - 10.13.1. the preponderance of marks across Degree year 4
  - 10.13.2. Borderline cases where any 60 or more credits (core or elective modules) in the final degree year are achieved in the classification above the boundary will be awarded the higher classification of degree.
  - 10.13.3. In these instances the final overall average displayed on the transcript shall remain unchanged.

***Posthumous Awards***

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

***Intermediate Awards on UK-validated Programmes***

- 10.15. To qualify for an intermediate award from a UK University, a student must:
  - 10.15.1. have registered annually with the University; and
  - 10.15.2. have paid all prescribed fees and charges; and
  - 10.15.3. have achieved 120 credits in the Preparatory Year or equivalent thereof
  - 10.15.4. obtained a minimum average score of 40%
  - 10.15.5. successfully completed the English Modules as approved by Senate.
- 10.16. The required number of number of credits and levels for an intermediate award are:
  - 10.16.1. 120 Credits at FHEQ Level 4 / SCQF Level 7 for a Certificate in Higher Education
  - 10.16.2. 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
  - 10.16.3. 120 Credits at SCQF Level 7 plus 120 Credits SCQF Level 8 plus 120 Credits at SCQF Level 9 for a BA Ordinary (Queen Margaret University only).
- 10.17. 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.

**11. Graduation**

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



- 11.2. 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.
- 11.3. It is the responsibility of the University Registrar to issue students who have successfully completed their degree with a degree certificate and a transcript.
- 11.4. 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.
- 11.5. 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.

## **12. Student Experience**

### ***Communication and student responsibilities***

- 12.1. 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 Academic Services Office and other support services will communicate with them and when this will happen.
- 12.2. It is assumed and expected that students will regularly check their THE BRITISH UNIVERSITY IN EGYPT email accounts for official communications and notifications of the status of their registration and studies.
- 12.3. It is the responsibility of students to ensure that their e-mail account is activated, and checked on a regular basis.
- 12.4. Failure by students to read emails sent by the University will not be accepted as an excuse for ignorance of procedures, missing deadlines, or not knowing other important information.

### ***Assessment and student responsibilities***

- 12.5. Students must notify themselves from the published official THE BRITISH UNIVERSITY IN EGYPT sources of the dates, times and venues of all examinations and the deadlines for the submission of in-module assessments.
- 12.6. Students must attend examinations, produce all pieces of required written work and complete other assessed activities by the due dates.
- 12.7. 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.
- 12.8. Students are responsible for submitting their work on time and for keeping appropriate records of any submissions.
- 12.9. Students are required to follow the coursework submission and feedback procedures detailed in the "Coursework Submission, Marking and Feedback Policy".
- 12.10. The procedures use two forms:
  - 12.10.1. Coursework Submission and Statement of Academic Honesty Form
  - 12.10.2. Coursework Feedback Form

- 12.11. 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***

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

***Student health***

- 12.18. 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 relevant Dean require a student to suspend or terminate his/her studies.
- 12.19. 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***

- 12.20. Students are required to adhere to the “Code of Conduct in Examination Halls”. The code is available on the Academic Services page on
- 12.21. THE BRITISH UNIVERSITY IN EGYPT website.
- 12.22. 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.

**13. Academic Misconduct**

- 13.1. It is academic misconduct for any student in the course of any assessment to

engage in one or more of the following activities:

- 13.1.1. Failing to comply with the relevant rules.
  - 13.1.2. Failing to comply with the Rules for the Conduct of Students in Examination Halls.
  - 13.1.3. 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.
  - 13.1.4. Misleading the examiners by the fabrication or falsification of data.
  - 13.1.5. 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, the use of essay writing services.
  - 13.1.6. Engaging in any other activity likely to give an unfair advantage to any student.
  - 13.1.7. Inappropriate behaviour during oral examinations and Viva.
- 13.2. 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**

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

### **Academic Misconduct Committee**

- 13.5. All offences will be considered by a 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.
  - At least one member of any validating institution (when relevant).
- 13.6. The University Registrar has the right to attend the Committee.
- 13.7. 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.
- 13.8. Any decision made by the Faculty Academic Misconduct Committee shall not be overturned subsequently by a Programme Examination Board.

### **Investigation:**

- 13.9. 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.
- 13.10. The Dean together with the Vice Dean shall consider whether or not there is a case to answer and decide if
- 13.10.1. The evidence is clear in which case it will be presented to the Faculty Academic Misconduct Committee for judgement.

13.10.2. The evidence is not clear in which case the student will be invited to meet with the Faculty Academic Misconduct Committee.

13.11. 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 the 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***

13.12. Students who are called to meet the committee have the following rights:

13.12.1. To attend the Committee meeting in person.

13.12.2. To call witnesses for examination at the meeting. Names must be provided in advance of the meeting.

13.13. Any mitigating circumstances raised in defence by a student will normally be considered only if supporting documentary evidence is provided.

13.14. 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.

13.15. 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.

13.16. 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 to appeal under the University Appeals Process. Appeals against decisions taken by the Academic Misconduct panel must be submitted online once the appeals system opened.

### ***Penalties***

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

## **14. Academic Appeals**

### ***Grounds for appeal***

14.1. A student may appeal against the following:

14.1.1. the mark awarded for any module; and/or

14.1.2. the overall outcome of a programme of study; and/or

14.1.3. the decision of a Programme Examination Board in respect of the student's progression; and/or

14.1.4. the decision of a Dean or University Committee to exclude a student from the University

14.1.5. the result of an Academic Misconduct or Impaired Performance Committee.

14.2. Appeals against the academic judgement of examiners not permitted.

14.3. Appeals may be made only on one or both of the following grounds:

- 14.3.1. procedural irregularity, prejudice or bias in the conduct of the assessment, the Programme Examination Board, the Dean or University Committee;
- 14.3.2. 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**

- 14.4. 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.
- 14.5. 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.
- 14.6. 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**

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

### **Judgements**

- 14.11. The functions of the University Appeals Committee shall be either to:
  - 14.11.1. dismiss the appeal
  - 14.11.2. uphold the appeal and determine appropriate remedial action.
- 14.12. 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;
- 14.13. An appellant shall have the right to appear in person before the Committee.
- 14.14. 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.
- 14.15. 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.
- 14.16. 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.

- 14.17. In instances where the appeal is not upheld the Committee may not take action which worsens the situation of the student.
- 14.18. 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.
- 14.19. The decision of the University Academic Appeals Committee shall be final.

**15. Appendix 1 – Academic Misconduct Tariff – Approved by THE BRITISH UNIVERSITY IN EGYPT Senate held on 10<sup>th</sup> April, 2018**

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

**In all in class assessments:**

<b>Misconduct Action</b>	<b>Penalty</b>
Having a smart electronic device mobile phone, I-watch, ... etc.	<b>First offence:</b>  Zero mark for the component, Formal reprimand
Actively using smart electronic device mobile phone, I-watch.	
In possession of crib notes	
Communicating with another student, Talking in exam venue (the student should initially alerted).	
Having any written materials (Formulae written on calculator case, Writing on hand (Smudged), notes) In possession of model answers	
<b>Repeated</b> Misconduct Action	<b>Second offence:</b>  Zero mark in the module.  <b>Third offence or more:</b> Zero mark in the module.  No opportunity to re sit the module in the same academic year.  Refer to Disciplinary Committee.

**On Submitted Assignment (Plagiarism):**

<b>Misconduct Action</b>	<b>Penalty</b>
Submission purchased from essay mill or ghost-writing services	<b>First offence:</b>  Zero mark for the assessment, Formal reprimand
Presenting work taken (all or in part) from another without their knowledge or consent	
Presenting work previously submitted	
Presenting work without clear sources/references/ citation / bibliography etc.	
<b>Repeated</b> Misconduct Action	<b>Second offence:</b> Zero mark for the module, Formal reprimand  <b>Third offence:</b> Zero mark in the module.  No opportunity to re sit the module in the same academic year.  Refer to the Student Discipline Committee.

Plagiarism weight	Penalty
5% - 10%	Reducing the mark by 10%, Formal reprimand
11% or more	<p><b>First offence:</b> Zero mark for the assessment, Formal reprimand</p> <p><b>Second offence:</b> Module mark 0%, Formal reprimand</p> <p><b>Third offence or more:</b> Module mark 0%, Formal reprimand, No opportunity to resit the module in the same academic year. Refer to the Student Discipline Committee</p>

**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.**

### **16. Appendix 2 – Marking Equivalency and Conversion Tables**

Egyptian Standing	British Mark (%)	Egyptian Mark (%)	Letter Grade
<b>DISTINCTION</b>	99-100	100	<b>A+</b>
	97-98	99	
	95-96	98	
	93-94	97	
	91-92	96	
	89-90	95	
	87-88	94	
	85-86	93	
	83-84	92	
	81-82	91	
	79-80	90	



Under Graduate Academic Regulations – September 2018

	77-78	89	<b>A</b>	
	75-76	88		
	73-74	87		
	71-72	86		
	70	85		
<b>VERY GOOD</b>	69	84	<b>B+</b>	
	68	83		
	67	82		
	66	81	<b>B</b>	
	65	80		
	64	79		
	63	78		
	62	77		
<b>GOOD</b>	61	76	<b>B-</b>	
	60	75		
	59	74	<b>C+</b>	
	58	73		
	57	72		
	<b>SATISFACTORY</b>	56	71	<b>C</b>
		55	70	
		54	69	<b>C-</b>
53		68		
52		67		
51		66		
50		65		
<b>FAIL/Weak</b>		49	64	
	48	62		
	47	60		
	<b>FAIL/Very Weak</b>	46	59	<b>D</b>
		45	57	
		44	55	<b>D-</b>
		43	54	
		42	53	
41		51		
40		50		
<b>FAIL/Very Weak</b>		39	49	
	38	48		
	37	47		
	36	46		
<b>FAIL/Very Weak</b>	35	45		
	34	44		
	33	43		
	32	42		
	31	41		
	30	40		
	29	38		
28	36			

	27	34	
	26	32	
	25	30	
	24	28	
	23	26	
	22	24	
	21	22	
	0-20	0-20	

## 17. 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.. 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.

**FHEQ:** Framework for Higher Education Qualification

**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 BRITISH UNIVERSITY IN EGYPT 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.

**SCQF:** Scottish Credit and Qualifications Framework

**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.