

LEARN TODAY
LEAD TOMORROW

Student Academic Handbook

ACADEMIC YEAR
2026 / 2027

AN INTERNATIONAL EDUCATION
FOR A BRIGHTER TOMORROW



PEOPLE
KNOWLEDGE
OPPORTUNITY
IMPACT



ACADEMIC
EXCELLENCE



A SUPPORTIVE
COMMUNITY



GLOBAL
PERSPECTIVE



BRIGHTER
FUTURES

www.bue.edu.eg

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— PART 1

Welcome to BUE

DISCOVER • BELONG • ACHIEVE



Our Faculties
and Clusters



Our Academic
Leadership



Our UK
Partner Universities



Academic Services
Supporting Your Journey

*A Global
Community
for a Brighter
Tomorrow*

OUR UK PARTNER UNIVERSITIES

 **LSBU**

London South Bank
University



**Manchester
Metropolitan
University**



**Queen Margaret
University**
EDINBURGH



**QUEEN'S
UNIVERSITY
BELFAST**



**Cardiff
Metropolitan
University**



OUR FACULTIES
AND CLUSTERS



PROVOST, DEANS
AND VICE DEANS



UK PARTNER
UNIVERSITIES



ACADEMIC SERVICES

ACADEMIC YEAR
2026 / 2027

YOUR UNIVERSITY.
YOUR JOURNEY.
YOUR FUTURE.

1. Provost's Welcome

On behalf of the Chair, Trustees and President of The British University in Egypt it is my privilege and pleasure to welcome you to the academic university. For over 20 years this University has combined the very best of Egyptian, British and international higher education to deliver a high-quality and enriching educational experience. It has done this by creating open, diverse and inspiring communities of learning – *of which you now form a central part.*

As Provost I am responsible for overseeing the University's academic mission and ensuring the institution's educational standards are met. To achieve this, I work with academics and students to optimise the University's capacity to support meaningful, evidence-led and impactful learning. In short, our aim is to ensure that your degree is maintained as a globally relevant currency that, in turn, enables you to articulate the value and relevance of your learning throughout your life.

This Student Academic Handbook, published by the Office of the Provost, is designed to complement your Faculty-level handbooks which contain specific course-level information and the University's Book of Belonging which helps students to navigate your university journey outside of your academic studies. This University aspires to form a partnership with our student body by creating a safe, supportive and engaging academic environment.

This Handbook aims to highlight many key aspects of your academic experience; the parts of your university life which relate to learning, teaching, assessment and progression.

Ultimately, the Student Academic Handbook intends to provide you with an understanding and greater clarity regarding how the academic university works. We want you to be an engaged participant in your studies, to reflect on how you can be a more effective student and – *importantly* - provide us with feedback on how we can develop the academic experience we provide.

As you approach the academic year ahead, I would like to wish you good luck with your studies. The British University in Egypt offers excellent opportunities to learn, network and explore – *I very much hope that you make the most of them.*

Professor James Gazzard BSc(Hons) PhD MBA PgCert MA FHEA

Provost

The British University in Egypt

2. How to Use This Handbook

This Handbook provides a **summary overview of key information** to help students understand key academic matters and procedures at BUE.

Who is this Handbook for?

This Handbook is designed for all BUE undergraduate students. It provides a practical overview of important academic information, procedures, expectations and sources of support throughout your academic journey.

What will I find in this Handbook?

- The University's academic structure, leadership and key academic roles.
- Your academic framework, programme structure and registration requirements.
- Assessment, progression and academic decision-making processes.
- Attendance, engagement and academic responsibilities.
- Exceptional Circumstances, academic integrity, appeals and complaints.
- Personal Academic Tutoring, academic support and student support relevant to your studies.
- Study abroad opportunities, dual-degree arrangements and graduation.
- Academic records, transcripts, awards and official documents.
- Academic Services and other sources of support available for academic matters throughout your academic journey.

Important to Know

This Handbook is intended as a student-friendly guide but **does not replace the official University regulations, policies, procedures, or Faculty-specific guidance**.

For detailed and up-to-date information, students should always refer to:

- [UG Academic Regulations 2024-2028](#)
- **Faculty Student Handbook**
- [University Policies and Procedures](#)
- **Programme-specific regulations and requirements, where applicable**

Where specific requirements apply to your Faculty or degree programme, students should follow the relevant Faculty, programme, or University regulations and procedures.

If there is any difference between this Handbook and the applicable University regulations, policies, procedures or Faculty guidance, the official regulations, policies, procedures and approved Faculty requirements take precedence.

3. Academic Structure

Academic Faculties

The British University in Egypt (BUE) is formed of 13 Faculties. A Faculty is defined as a group of expert academics and dedicated professional support colleagues in a specific academic discipline such as Engineering, Dentistry or Law.

Each Faculty is led by the **Dean**. The Dean is a senior professor with overall responsibility for leading and managing the Faculty's research, teaching and community engagement.

From the academic perspective, the Dean is supported by the **Vice Dean of Teaching and Learning** (VDTL) who takes the primary responsibility for education.

Each degree programme in a Faculty has a **Programme Director** and **Module Leaders**. These academics will be subject experts (typically holding a doctoral degree [PhD]) and experienced teachers holding the job title of **Professor, Associate Professor, Assistant Professor** or **Lecturer**. These academic professionals may be supported by **Assistant Lecturers** who are more junior educators who have completed a postgraduate Masters qualification.

Each student will be allocated a **Personal Academic Tutor** (PAT). The PAT will be a Professor, Associate Professor, Assistant Professor or Lecturer in your Faculty. As set out below in this handbook, the PAT is an important point of contact if you have any questions or concerns about your course.

The academic staff are supported by **Teaching Assistants** (TAs) and **Demonstrators**. The TAs and Demonstrators are often recent graduates, who may be currently studying for a postgraduate qualification, who support more senior academic colleagues with instruction, supervision and administration. TAs play a key role in supporting undergraduate students to engage with key steps in their learning.

Faculties and Academic Clusters

BUE's Faculties are organised into three academic clusters:

-Health Sciences

-Social Sciences

-Engineering and Technology

This structure supports coordination, academic quality and consistency across Faculties while recognising the specific requirements of different academic disciplines.

The cluster structure also supports collaboration across disciplines, including areas such as Academic English, Study Skills and research.

Cluster	Faculties
Social Sciences	Arts and Humanities; Business Administration; Economics and Political Science; Communications and Mass Media; Law; Tourism and Hotel Management
Health Sciences	Dentistry; Nursing; Pharmacy; Physiotherapy
Engineering and Technology	Art and Design; Energy and Environmental Engineering; Engineering; Informatics and Computer Science

Office of the Provost

The **Office of the Provost** works with the University's academic community to support the quality of teaching, learning and the student experience.

The Office of the Provost oversees or supports a range of academic functions and services, including: **Academic Services, Academic Quality, Academic Governance, Academic Enhancement, Academic English, Study Skills, University Library** and **E-learning**

Academic Services

Academic Services is a central professional service within the Office of the Provost. It supports students and Faculties in a range of academic matters, including registration, student records, academic regulations, assessment, progression, graduation and academic awards.

Academic Services also works with the University's UK validating partners and relevant external bodies to support the consistent and accurate application of academic regulations and requirements.

You can find more information about Academic Services and who to contact for different academic matters in **Section 7: Academic Services – Supporting Your Academic Journey**.

Academic Quality Office

The team of **Academic Quality Managers** (AQMs) and Assistant Academic Quality Managers (Asst AQMs) are distributed into three Cluster-based teams and work to support Deans, Vice Deans of Teaching and Learning and other academics to ensure that their degree courses are designed and delivered to the highest standards and are compliant with the requirements of our UK-validating partners and Egyptian regulations.

Academic Governance Office

The **Academic Governance Office** is responsible for collating the University's academic rules and regulations. They support their review through appropriate governance methods so that regulations are relevant and student-centred. The goal is to provide clear parameters which appropriately and effectively support students to engage, learn and experience the academic University in safe, fair and intellectually and personally meaningful ways.

One of the most important governance channels for academic matters is the University Teaching and Learning Committee (UTLC). The UTLC is a regular discussion and decision-making forum chaired by the Provost. Vice Deans of Teaching and Learning can advise the Provost on their recommendations around areas such as changing existing regulations, introducing new regulations, considering the development and delivery of new courses and changes to existing courses.

Academic Enhancement

The **Academic Enhancement** team work to support the University's academics to further develop and enhance the learning and teaching activities they deliver to students.

Academic Enhancement facilitates training, workshops, teaching symposia and qualifications to support academics to reflect on their teaching practice and introduce innovative teaching approaches.

One important area is to support academics to achieve Fellowship of AdvanceHE. The AdvanceHE Fellowship scheme is a UK-originated professional recognition programme for higher education practitioners. It is designed to demonstrate commitment to teaching, learning, and the student experience across various academic or professional settings. The British University in Egypt has

supported over 100 academics through the AdvanceHE programme. These academics can be recognised as they have the letters FHEA, SFHEA or PFHEA after their names, signifying Fellowship-, Senior Fellowship- or Principal Fellowship of the Higher Education Academy.

Communities of Learning – with undergraduate students are at their heart

Students are the lifeblood of any Faculty. Undergraduate students are novices who are seeking to develop personally and professionally to become experts. In turn they are prepared for a career in the discipline and/or further study. Students learn from academics – *and* - academics learn from students. *This is a community of learning.*

Academics, students and professional services colleagues work together in their Faculties and are active participants in communities of learning.

A community of learning consists of people who share common educational goals and values and interact in ways that promote mutual learning. Learning can be through challenge, but it is always within a respectful context where all lawful and evidence-based views are considered and debated.

Community members learn from each other, including peer students and teachers, creating an interactive environment where *all* members work together to grow understanding of the disciplinary field, form new questions and reflect on current thinking.

Through sharing of ideas, networks and opportunities a community of learning seeks to open doors for its members, allowing them to explore new experiences such as internships, research projects and ultimately access to graduate employment.

These communities of learning also allow you to form networks and friendships; people who will support you and help you to reach your goals. Importantly, a group of people to come to your aid during difficult times and to celebrate your achievements and successes.

Ultimately, your time at The British University in Egypt should be characterised by your development as a lifelong learner and a citizen. We hope graduates of this University should be curious, open minded and have a global outlook. We aspire that the knowledge, skills, behaviours and attitudes they develop should underpin their capacity to make a positive contribution to their communities, the Arab Republic of Egypt and internationally as informed and productive citizens. People who can drive change for good.

Academic Support and Learning Services

BUE provides a range of academic support and learning services, including Academic English, eLearning, the University Library and Study Skills and Learning Enhancement.

Academic Services provides central support for academic administration and processes throughout your academic journey. further information is provided in part1 and 3 of this Handbook.

4. Sustainable Development

The British University in Egypt is committed to supporting sustainable development through its teaching, research, community engagement and campus activities. Students are encouraged to consider the social, environmental and economic impact of their actions and future professional practice, and to contribute positively to their communities and society.

Through their studies, projects, research activities and student initiatives, BUE students have opportunities to engage with issues related to sustainability, innovation and responsible citizenship in line with national and global development priorities.

5. UK Partner Universities

The British University in Egypt has a proud tradition of working in partnership with universities based in England, Scotland, Wales and Northern Ireland.

British universities have a longstanding reputation of providing world-leading higher education. They have built this reputation through a desire to offer research-informed curricula which aim to engage students' curiosity in the specific academic field and develop a wider-love of learning and a life-wide interest in understanding the world around them.

Most of the degrees offered by The British University in Egypt are validated by a UK university. This means that the courses are designed and delivered by BUE but are done so at the level, and with the content and teaching approaches which meet UK quality standards. The validating partner university quality assures the course, meaning that they work in partnership with BUE to ensure our standards are aligned and maintained to UK levels. Each validated degree is also overseen by an independent UK-based external examiner who acts to determine whether a degree has met the required academic standards. In turn, this means that those BUE degrees validated by a UK-based university lead to a globally recognised degree award.

Those degree courses that are validated by a UK partner result in a **Dual Award** with a distinct British and Egyptian degree being offered at the end of a course of study.

It is noteworthy that for programmes that are not validated by a UK partner such as Dentistry and Pharmacy, we are now working with a UK partner to moderate the programme. Moderation is a

quality assurance process that ensures that the teaching consistently meets the required standards of the partner institution. A quality mark will be issued on the degree certificate for those programmes that are validated by a UK partner.

A summary of our UK validating and moderating partners are set out below –

London South Bank University (LSBU)

London South Bank University is a long-established university based in London, England. Founded in 1892, LSBU has a strong focus on professionally relevant education, applied learning, employability, and engagement with industry and the wider community. The University offers programmes across a broad range of academic and professional disciplines.

Manchester Metropolitan University (ManMet)

Manchester Metropolitan University is a large, diverse university located in Manchester, England. It was founded in 1824. It has a strong focus on teaching and learning, research, professional development, and engagement with industry and communities. The University offers a wide range of programmes across different academic disciplines, with an emphasis on preparing students for professional careers.

Cardiff Metropolitan University (Cardiff Met)

Cardiff Metropolitan University is based in Cardiff, Wales, and has a strong focus on teaching and learning, research and innovation, student experience, and employability. It was founded in 1865. The University offers programmes across a wide range of disciplines, including business, technology, education, art and design, sport, and health.

Queen Margaret University (QMU)

Queen Margaret University is located near Edinburgh, Scotland. Founded in 1875, the University has a strong tradition of professionally focused education and is particularly recognised for programmes in areas including healthcare, social sciences, business and management, education, and the creative industries. QMU places a strong emphasis on student-centred learning and employability.

Queen's University Belfast (QUB)

Queen's University Belfast is a research-intensive university located in Belfast, Northern Ireland. Founded in 1845, it is a member of the Russell Group of UK research-intensive universities. Queen's offers a broad range of programmes and combines a strong tradition of academic and research excellence with a focus on student experience and professional development.

6. Understanding Your UK University Partnership

Depending on your programme, BUE delivers programmes in partnership with a UK university. The specific role of the UK partner and the arrangements for your programme may vary depending on the nature of the partnership.

The British University in Egypt (BUE)

BUE is responsible for the day-to-day delivery and administration of your programme. This includes teaching and learning, student support, examinations, assessment administration, academic records, attendance, and the implementation of the applicable academic regulations.

Your UK Partner University

The UK partner contributes to the academic oversight and quality assurance of the relevant programme. This may include matters relating to programme standards, curriculum, assessment, academic quality, and programme review, in accordance with the agreed partnership arrangements.

Your Academic Regulations

The academic regulations that apply to you depend on your programme and its UK partner. These regulations may cover areas such as assessment, progression, compensation, resits, appeals, and awards.

Always refer to the regulations and programme information applicable to your programme. If you are unsure which regulations apply to you, please contact Academic Services.

7. Academic Services – Supporting Your Academic Journey

Academic Services is a central professional service that supports students throughout their academic journey at BUE. The department works in partnership with Faculties and other University services to ensure that academic regulations, procedures, and student records are administered consistently, accurately, and fairly.

Academic Services Supports You from Registration to Graduation

Registration and Enrolment – supporting the academic registration process and student records.

Registry and Student Records – maintaining official student records and supporting registry matters.

Timetabling, Examinations and Academic Schedules – providing information on teaching and examination timetables, key academic dates, and related academic schedules.

Assessment and Results – supporting the administration, processing, publication, and recording of assessment results in accordance with University regulations

Academic Progression – supporting the application of regulations relating to progression, trailing, compensation, re-sit, repeat, and other academic statuses.

Attendance – supporting the implementation and monitoring of University attendance requirements.

Exceptional Circumstances – administering the process through which students can submit claims relating to circumstances that may have affected their academic performance.

Academic Enquiries and Appeals – supporting students with academic enquiries and relevant appeal procedures.

Awards and Official Documents – supporting the provision of official transcripts, module specifications, ranking letters, degree certificates, and other related academic documents.

Student ID Cards – supporting matters relating to student academic identification cards.

Academic Calendar – publishing and maintaining the University Academic Calendar, including key academic dates, assessment periods, registration periods, progression activities, and graduation-related milestones.

Academic Advice and Support – providing guidance on academic regulations, procedures, and academic status, and directing students to the appropriate Faculty or University service where further support is required.

When should I contact Academic Services?

For questions that relate specifically to your **degree programme, modules, teaching, or module content**, Programme Director, Module Leader and Personal Academic Tutor should normally be your first points of contact.

Academic Services does not provide academic teaching, module-specific academic advice, or decisions relating to academic judgement. These matters remain the responsibility of the relevant academic staff.

If you are unsure whether your enquiry should be directed to Academic Services or your Faculty, Academic Services will help direct you to the appropriate University service.

Contacting Academic Services

For enquiries relating to Academic Services, students should contact the shared Academic Services mailbox:

AS@bue.edu.eg

Your enquiry will be directed to the appropriate Academic Services team member for response and support.

Academic Services is located in the **Student Life Centre**.

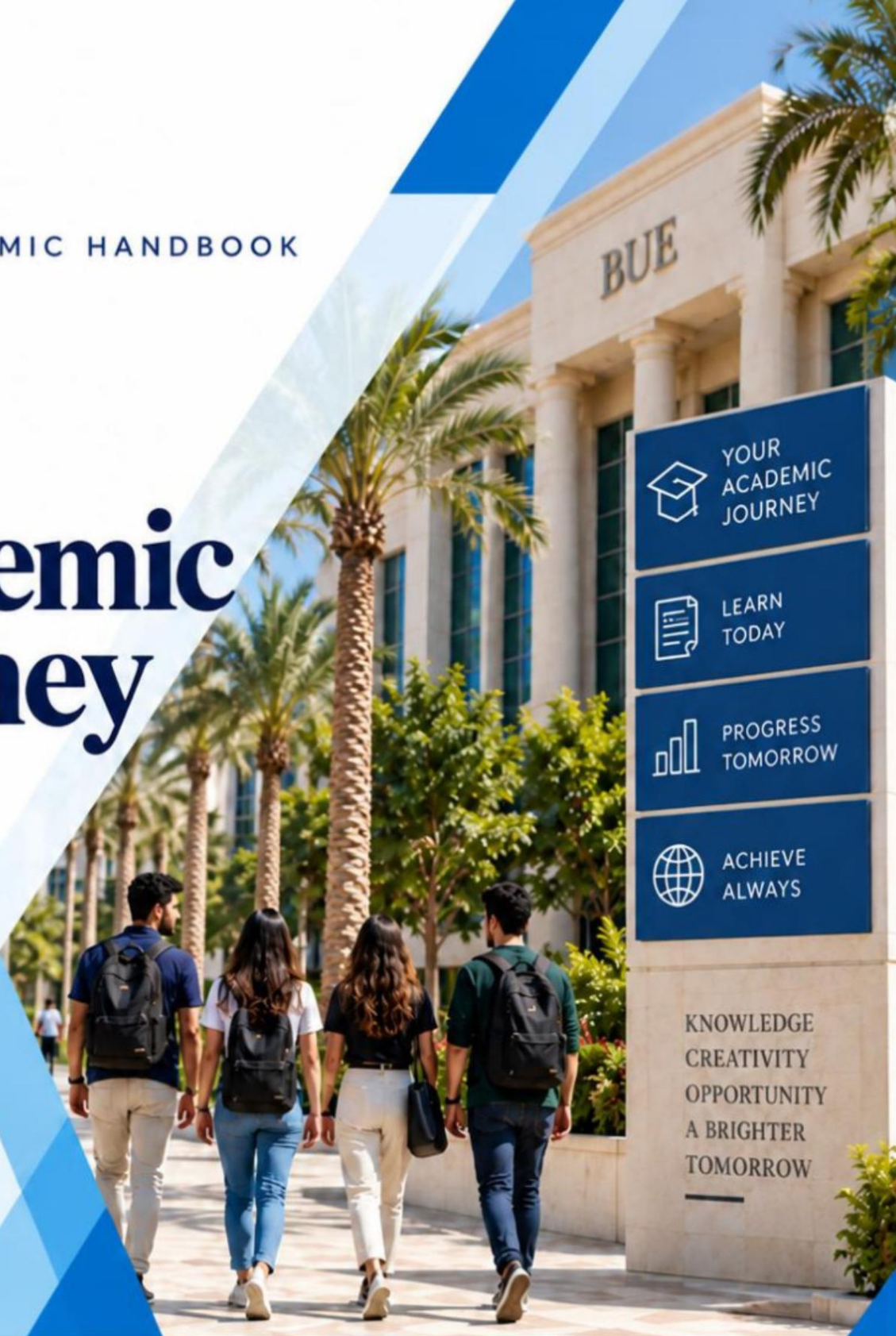
STUDENT ACADEMIC HANDBOOK

— PART 2

Your Academic Journey

LEARN
PROGRESS
ACHIEVE

*A
Brighter
Academic
Future*



YOUR
ACADEMIC
JOURNEY



LEARN
TODAY



PROGRESS
TOMORROW



ACHIEVE
ALWAYS

KNOWLEDGE
CREATIVITY
OPPORTUNITY
A BRIGHTER
TOMORROW



ACADEMIC
FRAMEWORK



REGISTRATION,
PROGRAMME STRUCTURE
AND CREDITS



DUAL DEGREE
AWARDS



STUDY ABROAD
AND DUAL DEGREES

ACADEMIC YEAR
2026 / 2027

YOUR JOURNEY
OUR SUPPORT

8. Your Academic Journey

Your academic journey at BUE involves several stages, from registration and enrolment through learning, assessment, progression, and graduation. Each stage has academic requirements and procedures that students are expected to understand and follow.

Before You Start – Registration, enrolment, module selection, student records

During Your Studies – Attendance, learning, assessment, examinations, academic support

Your Academic Progress – Results, progression, resits, repeats, appeals

Towards Graduation – Academic record, award, certificate, graduation

9. Your Academic Framework

Your academic studies at BUE are governed by the University's approved academic regulations, policies and procedures, together with the approved requirements of your Faculty and programme.

The **University Undergraduate Academic Regulations** set out the University's overarching academic framework, including requirements relating to registration, credits, assessment, progression, academic status and awards.

Faculties and programmes may have specific academic requirements that apply to students. Where such requirements apply, they will be communicated to students through the relevant Faculty or programme academic channels.

10. Registration, Programme Structure and Credits

Registration and Enrolment

Students must complete the University's registration and enrolment requirements within the published deadlines. Registration includes completing the required administrative and academic processes and confirming your registered modules.

Once registration is complete, students must click the **Save** button on their Registration Card. This step is required to enrol you on your registered modules and enable access to those modules on the University's eLearning platform.

Students should carefully review their Registration Card and contact **Academic Services** promptly if they identify any errors or are unable to complete the registration or enrolment process.

Programme structure and Credits

Your degree programme is made up of a number of modules. Each module has a specified credit value and academic level and contributes to the completion of your degree programme

You must complete the required modules and credits for your programme in accordance with the applicable Undergraduate Academic Regulations.

The number of credits you are required to complete, and the modules you must take, depend on your programme and stage of study. Your Faculty will provide information about your programme structure, module requirements and study plan. Academic Services supports the application of the University's academic regulations and registration processes.

Recognition of prior learning and exemptions

If you have previously completed relevant study, you may be eligible for exemption from certain modules or for entry with advanced standing, subject to the University's requirements.

Exemptions are normally considered **before your first registration** at the University.

After registration, an exemption may be considered only in specified circumstances, such as a **programme or Faculty transfer**, and subject to the applicable requirements.

Where advanced standing is granted, the number of credits that may be recognised is subject to the University's regulations and any programme-specific requirements.

Exempted modules are recorded as credits on your academic record but do not receive a mark and are not included in the calculation of your academic average or compensation.

Additional restrictions may apply to exemptions and advanced standing, particularly for students on **UK-validated programmes** and in the later stages of their degree.

If you are considering applying for recognition of prior learning, exemption or advanced standing, you should consult your **Faculty and Academic Services** before making decisions about your registration.

11. Dual Degree Awards

Many BUE undergraduate programmes are validated by one of the University's UK partner universities and lead to a dual degree award.

Students who successfully satisfy the academic and regulatory requirements of both The British University in Egypt (BUE) and the relevant UK validating partner are awarded:

- An **Egyptian degree awarded by The British University in Egypt and recognised by the Egyptian Supreme Council of Universities.**
- **A UK degree awarded by the relevant UK validating partner.**

Each award is accompanied by its own degree certificate, transcript and classification, issued by the relevant awarding institution. Students must satisfy the requirements of both awarding bodies, including any additional conditions specified by the UK validating partner, in order to be eligible for both awards.

The Egyptian degree certificate and transcript are issued by The British University in Egypt. The UK degree certificate and transcript are issued separately by the relevant UK validating university.

The issue of UK degree certificates is subject to the approval and conferment processes of the relevant UK validating partner and may therefore be issued at a different time from the Egyptian degree certificate.

12. Study Abroad

The British University in Egypt provides students with opportunities to gain international academic and cultural experience through study-abroad, exchange and short-term mobility programmes.

Depending on their programme and eligibility, students may have the opportunity to study at one of BUE's international partner universities for a summer programme, semester or other approved period of study. Opportunities vary between Faculties and programmes and may be subject to availability, academic requirements and the conditions set by the host institution.

Study-abroad opportunities may allow students to:

- Experience studying in a different academic and cultural environment.
- Take modules or participate in academic activities at a partner university.
- Develop their academic, personal and intercultural skills.

- Gain international experience and broaden their understanding of their field of study.
- Build confidence, independence and skills that can support their future academic and professional development.

BUE has established academic partnerships with several UK universities, and eligible students may have opportunities to participate in study-abroad or exchange programmes with these partners.

Students interested in studying abroad should check the opportunities available through their Faculty and the relevant eligibility requirements, application procedures, deadlines and academic arrangements before applying.

Where study abroad involves the completion of academic credit, students must obtain approval from the relevant Faculty and Academic Services before commencing their studies abroad. This is to ensure that the proposed study can be appropriately recognised towards their BUE programme.

Students are also responsible for complying with the requirements of the host institution and any applicable visa, travel, insurance and other arrangements associated with studying abroad.

STUDENT ACADEMIC HANDBOOK

PART 3

Academic Support and Student Success

LEARN
ACCESS
DEVELOP
ACHIEVE

*Support
Belong
Succeed*



KNOWLEDGE
SKILLS
SUPPORT
OPPORTUNITY
A BRIGHTER
TOMORROW

LEARN
EXPLORE
DISCOVER
GROW



ACADEMIC
ENGLISH



UNIVERSITY
LIBRARY



ELEARNING



STUDY SKILLS
(LEARNING ENHANCEMENT)



ACADEMIC
PERSONAL TUTOR

ACADEMIC YEAR
2026 / 2027

YOUR SUPPORT
TODAY A BRIGHTER
TOMORROW

13. Academic Support and Learning

Academic English

All teaching, research and day-to-day business at the British University in Egypt is conducted through the medium of English. Consequently, all students are required to study English in their first year.

Students study English in groups from their Faculty supported by a dedicated English Instructor. Instructional content is contextualised according to each academic cluster — Health Sciences, Engineering and Technology, and Social Sciences — ensuring that language provision remains discipline-relevant and appropriate to students' fields of specialisation.

In Semester One, students undertake English for Academic Purposes (EAP), a module dedicated to the development of the four core language skills — listening, speaking, reading, and writing — within an academic framework.

In Semester Two, students undertake English for Academic Writing (EAW), which builds upon the foundation established in EAP and equips students with the research writing techniques necessary for scholarly work throughout their degree.

In accordance with university-wide assessment best practice, both modules incorporate formative and summative assessment components.

Students are required to maintain a minimum attendance rate of 75% in each module; failure to meet this requirement will result in the student being barred from sitting the final examination. The assessed elements of Academic English count towards the overall academic outcome of the first year of study.

Please note that the Faculty of Nursing's Academic English provision is different to that described above. Please review Faculty description for more information.

eLearning

At BUE, you are an **on-campus student**, and most of your teaching and learning takes place through face-to-face classes with your lecturers and instructors. The University's eLearning environment complements your classroom learning by providing access to learning materials, activities, academic information and digital resources.

The way eLearning is used may vary between programmes and modules. Your Programme Directors and Module Leaders will describe how eLearning is used in your modules and what you are expected to do.

How eLearning Can Support You

The BUE eLearning environment can help you to:

- Access learning materials, resources and information provided by your lecturers.
- Complete online exercises, quizzes and other activities to practise and strengthen your learning.
- Access digital learning resources provided by publishers such as McGraw Hill, Pearson, Cengage and Wiley, where available for your modules.
- Review materials, revise and prepare for assessments and examinations.
- Receive feedback through formative activities and assessments.
- Check announcements and other academic information shared by your module team.
- Participate in online discussions or collaborative activities where required.

Your Responsibilities

To make the most of the eLearning environment, you should:

- Check your eLearning modules regularly for new materials, activities, and announcements.
- Complete any online activities or formative assessments by the deadlines set by your lecturers.
- Use eLearning resources to support your classwork, revision and independent study..
- Follow the instructions provided by your Faculty and module team.

eLearning is designed to **support and complement your face-to-face teaching; it does not replace attendance at scheduled classes or other required teaching and learning activities.**

Need Help?

If you have difficulty accessing the eLearning platform or digital resources for your module, contact your module team or the E-Learning Team at eLearning-Support@bue.edu.eg, located in Building H.

You should also ensure that you can access your BUE account and regularly check your University email, eLearning platform and other approved communication channels so that you do not miss important academic information or announcements.

University Library

The British University in Egypt's University Library is an important on-campus hub for learning and research.

It acts as a platform for both quiet individual study and interactive group work. It is a place designed to foster a variety of types of learning and intellectual enquiry. A place where communities of learning can meet and grow.

The University Library is a central knowledge gateway where students can access specialist information to support their studies. The Library's expert team can help you to explore information, databases and guides.

What can you find in the Library?

The Library provides access to a wide range of resources, including:

- **Books and textbooks** to support your modules and wider reading.
- **E-books and online resources** that you can access both on and off campus.
- **Academic databases and journals** to support research and assignments.
- **Reference and specialist resources** relevant to different academic disciplines.
- **Study spaces** for individual study, reading and revision.
- **Spaces for group work and collaborative learning**, where available.

Library Support

The Library team can help you find, access and use academic information effectively. You can seek guidance on finding reliable sources, using databases, conducting academic research and making the most of the University's library resources.

The Library also supports you in becoming a more independent learner by helping you develop the skills needed to locate, evaluate and use information appropriately in your academic work.

Learning in the Library

The Library is more than a place to access books and information. It is a space where students can study independently, work with others, exchange ideas and develop their academic interests.

You are encouraged to make use of the Library throughout your studies and to explore both its physical and digital resources.

Need Help?

For information about **Library resources, services, opening hours and access arrangements**, please refer to the BUE Library or contact the Library directly at ***library@bue.edu.eg***.

Study Skills and Learning Enhancement

The Study Skills Advice team are available to support all students with core study skills.

Working in collaboration with Faculty-based academics, the Study Skills Advisors provide core skills in areas such as

- Critical thinking
- Ethical approach to studying and avoiding plagiarism
- Academic writing
- Time management
- Team working and group projects
- Communication and presentation skills
- Research skills and dissertation project

The skills sessions offered are both proactive i.e. for those students seeking to develop in specific areas and reactive i.e. working with students who have (either by themselves or academic referral) encountered challenges with the core study skills.

14. Personal Academic Tutoring and Academic Support

Personal Academic Tutor

Personal Academic Tutoring is designed to help you make a successful transition to university and support you throughout your academic journey.

As a student joining the University, you will be assigned a **Personal Academic Tutor (PAT)** who will be an important point of contact for academic guidance and general support related to your studies.

Your Personal Academic Tutor can help you to:

- Understand your programme, academic regulations and assessment requirements.

- Review your academic progress and discuss any academic concerns.
- Plan and develop your academic studies.
- Identify the appropriate University service if you need further support.

You are expected to attend three mandatory meetings with your Personal Academic Tutor each academic year.

You can also contact your PAT between scheduled meetings if you have an academic concern or need guidance.

Your Personal Academic Tutor provides academic guidance and general support but **does not provide specialist counselling or mental health and wellbeing services**. If you need specialist support, your PAT can guide you to the appropriate University service.

Who Is My Personal Academic Tutor?

If you do not know who your assigned Personal Academic Tutor is, contact your **Faculty Administrator or Student Support Officer**. They can help you identify your PAT and explain how to contact them.

Information you share with your PAT will be handled appropriately and, where necessary, may be shared with relevant University colleagues or support services on a **need-to-know basis** to ensure that you receive appropriate support.

15. Attendance and Engagement

Attendance expectation

Students are expected to attend and actively participate in all scheduled teaching and learning activities. Module outlines on the eLearning platform identify the core sessions for which attendance is recorded.

Minimum attendance

The University minimum is 75% of core sessions unless different requirements are specified by your Faculty or programme.

The 75% minimum applies to all English Language modules regardless of Faculty.

The requirement applies to repeating students as well.

The attendance requirement starts from the beginning of the academic year.

Final-year requirements may be specified by Faculties according to the level and nature of study and the requirements of projects and dissertations.

The attendance framework includes absence flagging, 'At Risk' and 'At Significant Risk' communications, and possible assessment barring where the minimum requirement is not met.

If you are absent

Students with a genuine reason for absence should submit an absence request online through the designated portal.

An accepted absence may result in the absence period being discounted and may allow the student to take an unseen examination or receive major-component marks.

The Student Attendance Policy states that absence forms should be submitted before Teaching Week 12 and within 10 days of the circumstance.

Students should submit absence requests through the designated online claims portal, the link is provided in the Quick Reference section of this Handbook.

For full details of the Attendance Policy, you should refer to the [Student Attendance Policy](#) on the university website.

16. Fitness to Study and Fitness to Practice

Fitness to Study

The **Fitness to Study Procedure** provides a formal framework to support students where concerns arise about their ability to study and engage safely and effectively with their studies.

Concerns may be raised by the Faculty or relevant University service where there are concerns about a student's ability to engage safely and effectively with their studies.

Where a concern is identified, the University may first discuss the matter with the student, provide appropriate support or signposting, and agree measures to help the student continue their studies.

Where concerns cannot be resolved through supportive measures, the matter may be escalated to a **Fitness to Study Panel** in accordance with the University's procedure.

The process may result in agreed support measures, reasonable adjustments, mitigation or expectations regarding behaviour, as appropriate, to help the student continue their studies.

Students may be accompanied by an appropriate member of the University community, including a Student Support and Wellbeing representative, a Student Union member or a fellow student, in accordance with the procedure.

For full details of the Fitness to Study Procedure, you should refer to the [Fitness To Study Procedure](#) on the university website.

Fitness to Practice

Fitness to Practice applies particularly to programmes that lead to professional registration or regulated professional practice, where students are required to meet the professional standards relevant to their programme.

Concerns may relate to a student's **conduct, competence or capability** and may arise in relation to their studies or activities connected with their programme.

The process may involve **informal resolution** followed, where necessary, by consideration under the formal Fitness to Practice Procedure and referral to a **Fitness to Practice Panel**.

Possible outcomes depend on the nature and circumstances of the concern and the applicable procedure. They may include **dismissing the case, referring the matter for local resolution, issuing a warning, recommending suspension, or termination**, in accordance with the relevant regulations.

Reasonable adjustments should be considered where appropriate.

Students are encouraged to engage with available University support services where they need help or guidance.

For full details of the Fitness to Practice Procedure, you should refer to the [Fitness to Practice Procedure](#) on the university website.

STUDENT ACADEMIC HANDBOOK

PART 4

Assessment and Progression

ASSESS
DEVELOP
PROGRESS

*Learn
Prepare
Progress*



*Small
Steps
Big
Progress*



ASSESSMENT



PROGRESSION



OPPORTUNITY



SUCCESS

ACADEMIC YEAR
2026 / 2027

YOUR EFFORT
SHAPES
TOMORROW

17. Assessment and Re-assessment

Assessment methods

Your modules may be assessed in different ways depending on the requirements of your programme and module. Assessment methods may include:

- **Coursework**, such as written assignments, reports or other submitted work.
- **Unseen written examinations**, where you complete an examination under examination conditions.
- **Practical examinations**, including clinical examinations and OSCEs where applicable.
- **Projects**, including project-based assessment where applicable.
- **In-class assessments**, completed during scheduled teaching sessions.
- **Oral examinations**, where you demonstrate your knowledge and understanding verbally.
- **Dissertations and vivas**, where applicable to your programme.

You should make sure that you understand how each of your modules will be assessed and check the relevant assessment information provided by your Faculty or Module Leader.

The assessment method and weighting for each module are specified in the relevant **programme and/or module specifications**.

Re-assessment

If you do not pass a module or assessment component, you may be given an opportunity to **re-sit** it, subject to the University's Academic Regulations.

A re-sit means that you complete the required assessment again after an unsuccessful attempt.

- A standard re-sit following failure is normally **capped at the pass mark**, meaning that the mark awarded for the re-sit cannot exceed the applicable pass mark.
- A re-sit granted following an **approved Exceptional Circumstances claim or successful appeal** may not be capped, subject to the Academic Regulations.
- You must normally re-sit the assessment component(s) that you have failed.
- The re-sit assessment will normally be the same as, or similar to, the original assessment.
- Where an alternative form of re-assessment is exceptionally approved, you cannot choose the alternative format.
- Where a student is required to repeat the year, the modules will be recorded as a repeat attempt rather than a first attempt. The final mark awarded for a repeated module will be **capped at the module pass mark**, regardless of the actual mark achieved.

Late submission

If you submit a **summative assessment after the published deadline**, it is considered a late submission.

The University normally allows a **seven-day late submission period** for eligible summative assessments. A late submission during this period is subject to the applicable late-submission rules and may result in a **capped mark**.

If you have circumstances that have affected your ability to submit your assessment on time, you should check the University's **Exceptional Circumstances** provisions, as these may apply instead of the standard late-submission rules.

For full details of assessment and late submission, please refer section 6: Assessment Regulation in the [UG Academic Regulations 2024-2028](#).

18. Exceptional Circumstances

The Exceptional Circumstances (EC) procedure supports students who experience unexpected and significantly disruptive circumstances, arising from matters beyond their control, that may negatively affect their ability to study or perform in assessments.

Examples of eligible circumstances

- Serious personal illness or a change in an existing health condition during an assessment period
- Death or serious illness of a close relative
- Certain government-announced public transportation problems
- Certain unavoidable travel for visa/residency renewal
- Changes to assessment regulations or dates without advance notification

Claims must be submitted online with clear grounds and appropriate evidence. The Academic Regulations describe eligibility screening by the AQM and possible consideration by an Exceptional Circumstances Panel.

Possible Exceptional Circumstances outcomes

- Reject the claim where grounds/evidence are not appropriate.
- Uphold the claim with no change to the mark where there is no indication of impairment.

Where clear evidence of impairment exists, set aside the attempt and allow another attempt; award a mark based on comparable performance; accept a late submission without penalty; or set an alternative assessment, as appropriate.

Students are normally informed of Panel outcomes within five working days. Appeals against an EC decision may be submitted through the online claims platform within the period specified in the Regulations.

For full details of the **Exceptional Circumstances Procedure**, including the investigation process, possible outcomes and penalties, and the appeal process, students should refer to **Section 7. Exceptional Circumstances (EC) Procedure of the [UG Academic Regulations 2024-2028](#)**.

19. Academic Integrity and Misconduct

Academic Integrity

Academic integrity means completing your academic work honestly, acknowledging the sources and ideas you use, and following the requirements set for each assessment. It is an essential part of university study and helps ensure that your academic achievements accurately reflect your own knowledge, skills and work.

Students are expected to act honestly and responsibly in all academic activities and to follow the University's academic and assessment requirements.

What is Academic Misconduct?

Academic misconduct occurs when a student gains, or attempts to gain, an unfair academic advantage or does not follow the University's requirements for academic work or assessment.

The Academic Misconduct Procedure applies to all students enrolled and registered with the University. It sets out the types of conduct that may be considered academic misconduct, the process for investigating reported cases, and the possible outcomes.

Examples may include, but are not limited to:

- **Plagiarism** – presenting another person's words, ideas, work or material as your own without appropriate acknowledgement.

- **Unauthorised collaboration or Collusion** – working with another student or person on an assessment in a way that is not permitted, including where work that should be completed individually is produced jointly or shared.
- **Contract cheating** – asking or paying another person or service to complete academic work on your behalf.
- **Use of unauthorised materials or assistance** during an examination or assessment.
- **Unauthorised use of technology or artificial intelligence (AI)** where this is not permitted for the assessment.
- **Fabrication or falsification** of information, data, references or results.
- **Impersonation** or allowing another person to complete an assessment on your behalf.
- Any other conduct that gives, or attempts to give, an unfair academic advantage or breaches the University's academic requirements.

Artificial Intelligence (AI)

The use of AI tools, including generative AI, is permitted only where this is allowed by the requirements of the relevant assessment.

Different assessments may have different rules regarding the use of AI. You are responsible for checking the instructions provided by your Faculty or Module Leader before using AI in assessed work.

Where AI use is permitted, you must follow any requirements regarding the acknowledgement, referencing or declaration of its use. Where AI use is not permitted, or where AI is used in a way that does not comply with the assessment requirements, this may constitute academic misconduct.

Your Responsibilities

Students are expected to:

- complete their academic work honestly and independently where required;
- acknowledge sources and use appropriate referencing;
- follow all instructions provided for examinations and other assessments;
- comply with any restrictions on the use of technology, AI tools, electronic devices or other resources;
- ensure that submitted work is their own and that any permitted contribution from others is appropriately acknowledged;
- keep their assessment materials and University accounts secure and not allow another person to access or use them;

- ask the relevant Faculty or module team for clarification if they are unsure whether a particular form of assistance or collaboration is permitted.

What Happens If Academic Misconduct is Reported?

If an academic misconduct allegation is raised, the student will be informed in writing and given an opportunity to respond.

Students are expected to comply with the University's published timescales and provide any relevant explanation or evidence within the specified deadline. Students may seek advice and support from the University's relevant student support services during the process.

Allegations are considered in accordance with the **University's Academic Misconduct (AMC) Procedure**. Possible outcomes depend on the nature and seriousness of the allegation and the applicable procedure. They may include a formal warning, a reduction or capping of marks, a mark of zero for an assessment or module, or other penalties specified in the Regulations.

The University also provides an appeal process in accordance with the applicable regulations.

For full details of the **Academic Misconduct Procedure**, including the investigation process, possible outcomes and penalties, and the appeal process, students should refer to **Section 8. Academic Misconduct (AMC) Procedure of the [UG Academic Regulations 2024-2028](#)**.

20. UK and Egyptian Tracks: Maximum Registration Period and Study Termination

UK Track – Dual-Degree Route

The **UK Track is the University's dual-degree route**. Students registered on this track work towards both the Egyptian award and the award of the relevant UK validating partner.

To remain on the UK Track and continue towards the dual degree, students must meet the academic progression, assessment and registration requirements applicable to their programme and UK validating partner.

Maximum Registration Period and Module Attempts

- Students have a maximum of two years to pass each Degree Year. Approved periods of suspension are excluded from this limit.
- A maximum of four attempts is permitted for any module.

- For ManMet-validated programmes, a maximum of three attempts is permitted for any module.
- Students who do not pass a module within the permitted number of attempts, or who do not meet the applicable progression requirements within the maximum registration period, will be removed from the UK Track.

Programme-Specific Requirement – QMU Nursing

For students on the QMU Nursing dual-degree, failing more than **80 credits in any academic year from Degree Year 1 onwards, following the Preparatory Year**, will result in removal from the QMU degree track.

What Happens if You Are Removed from the UK Track?

Removal from the UK Track **does not mean dismissal from the University**.

Where permitted by the Academic Regulations, a student removed from the UK Track will continue on the **Egyptian (EG) Track** towards the Egyptian award.

Voluntary Transfer from the UK Track

A student may request to **renounce the UK award and continue on the Egyptian Track**, provided that the resulting academic status is permitted under the Egyptian-track regulations.

Examples of permitted changes include:

- From Repeat to Re-sit
- From Re-sit to Progress/Graduate
- From Repeat to Progress, with or without modules
- From Repeat to Graduate

Students in their **first year of study** (Preparatory Year or Degree Year 1 in programmes without a Preparatory Year) cannot renounce the UK award.

Requests must be submitted following the relevant assessment results and within the deadline announced by Academic Services.

Once the transfer has been approved and the student's academic status has changed, the student **cannot return to the UK Track**.

Egyptian (EG) Track

Once a student is studying on the Egyptian (EG) Track, the applicable Egyptian-track academic regulations determine the student's maximum registration period and assessment opportunities.

If a student reaches the maximum number of permitted attempts and remains unsuccessful in a degree year, the student may be **dismissed from the Faculty**, in accordance with the applicable Academic Regulations.

Maximum Registration Period

Study Year / Stage	Maximum Registration Period
Preparatory Year OR Degree Year 1 in programmes without a Preparatory Year	2 regular years
Degree Year 1 after Preparatory Year OR Degree Year 2 in programmes without a Preparatory Year	2 regular years + 1 external year
All other Degree Years, including Final Year	2 regular years + 2 external years

An **External Student** is a student who continues for the external period by attending the required examinations/assessments only and is not required to attend teaching sessions or comply with the University's Attendance Policy.

Study Termination

If an Egyptian-track student reaches the maximum registration period applicable to their Degree Year and does not meet the requirements to progress, the student will be **dismissed from the Faculty** in accordance with the Undergraduate Academic Regulations.

A student who is dismissed from a Faculty may apply for admission to another Faculty, subject to the University's requirements, availability of places, and the necessary approvals.

21. Progression, Trailing, Repeat and Re-sit

Progression

Students normally complete all modules before progressing. Progression decisions are made by Programme Examination Boards in accordance with the Academic Regulations and applicable programme requirements.

Prerequisites

Students must pass all prerequisite modules before progressing to the next academic year. Failure to pass required prerequisites results in a Repeat Year status.

Re-sit, Repeat and External Study

The University uses different terms for different ways of completing outstanding or failed modules:

- **Re-sit** – completing a failed assessment again at a permitted re-assessment opportunity.
- **Repeat** – studying a module or year again in accordance with the applicable regulations.
- **Repeat as an External Student** – completing the required assessments without attending the module's normal teaching activities, where this option is permitted.

Trailing modules

- A Programme Examination Board may permit a student to progress while trailing up to 20 credits on a UK/Egyptian dual-degree, or up to two modules to a maximum of 30 credits on an Egyptian-only degree.
- Specific restrictions apply to Nursing, Dentistry and Physiotherapy.
- Prerequisite modules cannot be trailed.
- Trailed modules must normally be completed by the end of the following academic year.

Summer Assessment Period

- Normally, students may attempt up to 60 credits during the Summer Assessment Period.
- In specified circumstances, the Programme Examination Board may allow 65 credits.
- An additional allowance can apply for up to 10 credits of English modules or modules with accepted EC/Academic Appeal, giving a maximum of 70 credits where the stated conditions are met.
- Some Faculties do not permit the Graduation Project to be re-sat in the Summer Assessment Period.

For full details of **Assessment Regulations**, please refer **section 6: Assessment Regulation in the [UG Academic Regulations 2024-2028](#)**.

22. Compensation and Borderline Marks

Compensation

Compensation may be applied case-by-case to raise an eligible failed module to the pass mark, subject to the conditions in the Academic Regulations.

- Compensation is not permitted for English Language modules, modules carrying a plagiarism/misconduct flag, specified Graduation Projects, specified Pharmacy modules, or specified Nursing modules.
- For dual-degree students, the Programme Examination Board may consider compensation for up to 20 credits where the required conditions are met.
- A student who fails more than 20 credits in a particular study year is not entitled to compensation for that year.
- Egyptian-track compensation has separate eligibility and outcome rules.

Borderline marks

The Regulations define borderline marks and provide specific processes for reviewing them before Examination Boards. Borderline arrangements differ for some Faculties and award tracks.

For full details of **Compensation and Borderline Regulations**, please **refer section 6: Assessment Regulation in the [UG Academic Regulations 2024-2028](#)**.

23. Examination Boards and Academic Decisions

Module Examination Board

The Module Examination Board considers module marks and credit, takes account of relevant special circumstances, and ratifies module marks.

Programme Examination Board

- Considers module marks and the award of credit.
- Considers recommendations from the Exceptional Circumstances Panel.
- Considers exceptional circumstances and compensation.
- Approves academic progression.
- Determines opportunities for retrieval of failed modules.

- Considers and agrees awards in accordance with the Academic Regulation

For full details of **Examination Boards**, please refer **section 9: External Examiners and Examination Boards in the [UG Academic Regulations 2024-2028](#)**.

STUDENT ACADEMIC HANDBOOK

PART 5

Appeals, Complaints and Student Voice

LISTEN
RESPOND
IMPROVE

*Your
Voice
Matters*

BE HEARD
BE SUPPORTED
BE RESPECTED



FAIRNESS



DIALOGUE



RESOLUTION



STUDENT VOICE

ACADEMIC YEAR
2026 / 2027

A STRONGER
COMMUNITY
TOGETHER

24. Academic Appeals

The Academic Appeal Procedure allows a student to request a review of an academic decision, including a decision of a Programme Examination Board or Exceptional Circumstances Panel.

Grounds for appeal

- Relevant circumstances that the Examination Board was not aware of when making its decision, with an appropriate explanation for not declaring them earlier.
- Evidence that an Examination Board did not take account of an outcome of another Panel.
- New, clear and appropriate evidence that was not presented to a University Panel on time, with an explanation.
- A procedural irregularity or bias in an assessment or University Panel.

What is not an Academic Appeal ground?

- An administrative error in a mark should be dealt with through the mark enquiry procedure.
- Disagreement with academic judgment is not an appeal ground.
- Non-academic issues such as staff behaviour or inadequate facilities should be dealt with through the complaints procedure.

Academic Appeals must be submitted through the University's online platform using the student's own BUE account.

the Faculty Student Support Officer (SSO) may help and support the students with the Appeal's submission.

Important: Students should refer to the full [Academic Appeal Procedure](#) for complete requirements, deadlines and guidance.

25. Academic Complaints: Choosing the Right Route

A student may raise a complaint if they are dissatisfied with an academic matter, action, inaction, or standard of service provided by the University.

Please note: A complaint is different from an academic appeal. If you wish to challenge a decision relating to **student progression, academic assessment or awards**, you should follow the **Academic Appeals Procedure** rather than the Student Complaints Procedure.

How to raise an academic complaint

The University encourages students to try to resolve concerns at the earliest opportunity through informal resolution (Stage 1).

Stage 1 – Informal Resolution

Students should initially raise their concern with the relevant academic staff member, such as the Module Leader, Programme Director or Personal Tutor. If the matter is not resolved, students may contact their Faculty Academic Quality Manager (AQM), Vice Dean Teaching and Learning, or Dean. The Student Journey Manager can also guide students to the appropriate person.

Stage 2 – Formal Complaint

If the matter remains unresolved, the student may submit a formal complaint using the **Student Complaint Form** within **14 working days of the Stage 1 outcome**. Faculty-related complaints are normally referred to the relevant Dean, while complaints concerning a central University service are normally referred to the Director of Academic Services or the Academic Quality Manager.

The complaint will be investigated and the student will receive a written outcome. Where a complaint is complex, a Complaint Hearing may be convened.

Stage 3 – Complaint Review

If the student remains dissatisfied with the Stage 2 outcome, they may request a review within **14 working days**. A review is only available on specific grounds, such as a procedural irregularity or new material evidence that could not reasonably have been provided earlier. The review is normally undertaken by the Provost or another senior member of staff with no prior involvement in the case. The Stage 3 decision is usually final but in certain circumstances there may be a right to raise your complaint with the UK university validating partner.

the Faculty Student Support Officer (SSO) may help and support the students with the Complaint's submission.

Important: Students should refer to the full [Student Complaints Procedure](#) for complete requirements, deadlines and guidance.

26. Student Feedback: Module and Programme Evaluation

Your feedback is an important part of improving teaching, learning and the student experience at BUE. Students are expected to take an active role in providing constructive feedback through the University's Module and Programme Evaluation processes.

Module Evaluation

Module Evaluation is completed for the modules you study during each term. It is conducted twice each academic year: once starting from Teaching Week 8 of Semester One and again starting from Teaching Week 8 of Semester Two.

Through the Module Evaluation, you are asked to provide feedback on your experience of the module, including the module content, the teaching team, the learning outcomes and other aspects of the module and its delivery. Your feedback helps the Faculty identify what is working well and where improvements may be needed.

Your feedback may contribute to decisions about improvements or updates to module content, the way a module is delivered, and the teaching arrangements or teaching team. For this reason, it is important that you complete the Module Evaluation for every module you study each term and provide honest, constructive and specific feedback.

Programme Evaluation

Programme Evaluation is completed by senior/final-year students at the end of their final year. It provides an overall evaluation of the programme from the beginning of the student's programme through to the final year.

The Programme Evaluation gives the University and the Faculty broader student feedback on the programme as a whole and can be an important reference when considering changes or improvements to the programme and its teaching arrangements.

Your feedback matters. Completing both Module and Programme Evaluations helps the University and your Faculty understand the student experience and use student feedback as part of decisions about enhancement and improvement.

STUDENT ACADEMIC HANDBOOK

PART 6

Graduation and Academic Records

**ACHIEVE
RECOGNISE
MOVE FORWARD**

*Today's
Students
Tomorrow's
Leaders*



27. Academic Records, Transcripts and Official Documents

The University maintains an **official academic record** for you throughout your studies. Your academic record contains information such as your registration, module registrations, assessment results, progression decisions and academic awards.

Keeping Your Information Up to Date

You are responsible for ensuring that the personal information held by the University is accurate and up to date. You should promptly notify the University of any changes to your personal details through the appropriate University process.

Official Academic Documents

During or after your studies, you may need official documents confirming your academic progress or achievements. These may include:

- **Academic Transcript** – showing your modules, marks and academic results.
- **Statement of Award** – confirming the academic award you have achieved.
- **Graduation Certificate** – the official certificate issued following the conferment of your degree.
- **Other official documents** – such as academic confirmations or letters issued in accordance with University procedures.

Some documents require you to submit a request and pay the applicable fee.

The University may also be asked to verify your academic record or award for an authorised third party, in accordance with applicable University policies and data protection requirements.

For information about requesting transcripts and other official documents, please contact **Academic Services**.

28. Awards, Classification and Graduation

Graduation requirements

To be eligible for graduation, you must:

- Successfully complete the required credits and meet the applicable pass requirements for your programme.
- Meet any programme-specific graduation requirements.
- Meet the relevant requirements of the Supreme Council of Universities (SCU), where applicable.
- For UK-validated awards, meet the requirements of the relevant UK validating partner and applicable UK academic framework.

Your final eligibility for an award is confirmed through the University's academic and governance processes.

Egyptian-track classification

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

Important: These are the general Egyptian-track classification bands. Some Faculties may have different classification requirements under their approved Faculty by-laws.

UK classification

UK degree classification depends on the requirements of the relevant **UK validating partner** and your programme regulations.

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

The method used to calculate your final UK degree classification may vary depending on your validating partner, programme and applicable regulations. You should refer to the relevant **UK Track regulations** for the specific rules that apply to your programme.

Graduation and Your Award

Once your award has been approved through the University's academic processes, you will become eligible to graduate.

Before your graduation documents can be released, you must have:

- Completed all academic requirements for your award.
- Settled any outstanding University fees, or made an approved payment arrangement where applicable.
- Completed any other required graduation procedures.

Academic Services issues official degree certificates and transcripts following the conferment of awards in accordance with University procedures.

Students who have been approved for an award are eligible to attend the University's **Graduation Ceremony**, subject to the University's graduation arrangements. The Graduation Ceremony, for students successfully completing their degree in the summer, usually takes place in the following November.

For further information about graduation arrangements, required documents and collection of your award, please follow the information provided by **Academic Services**.

STUDENT ACADEMIC HANDBOOK

PART 7

Frequently Asked Questions

FIND ANSWERS
GET CLARITY
STAY INFORMED

*Questions
Today
A Brighter
Tomorrow*



FIND



LEARN



ASK



SOLVE

ACADEMIC YEAR
2026 / 2027

SIMPLE ANSWERS
BRIGHTER
POSSIBILITIES

29. Frequently Asked Questions

How do I find my Study timetable?

Your study timetable is available on the **Student Portal**. Students within the same cohort may have different timetables depending on their allocated group.

Can I request to move from one group to another?

Groups are normally fixed and pre-arranged. However, if you have a strong and valid reason for requesting a change, you may submit a request to your **Faculty Dean during the first week of study**. The Faculty will review your request and inform you of the outcome.

How can I choose to change the Specialisation or elective modules?

This depends on your programme and stage of study.

For some programmes, students choose their specialisation during the admission process and may therefore have core modules assigned from the first year. For other programmes, specialisation or elective modules may be selected through the **Student Portal** or through the Faculty administration.

Some specialisations and elective modules may have prerequisites. In such cases, your Faculty will advise you on the available options and the applicable requirements.

If you are unsure which option applies to you, contact your **Faculty or Academic Services**.

What is the deadline for choosing or changing the Specialisation or elective modules?

The deadline is normally **the end of Teaching Week 2** of the relevant semester.

You should check the latest academic calendar for guidance.

What happens if I do not meet the attendance requirement?

If you do not meet the minimum attendance requirement, you may receive attendance warnings and may be **barred from taking the relevant final examination or assessment**, in accordance with the University Attendance Policy and any applicable Faculty or programme requirements.

See **Chapter 15: Attendance and Engagement**.

What should I do if I am absent from a teaching session?

If you have a genuine reason for your absence, you should submit an absence request through the University's designated online process within the required timeframe.

See **Chapter 15: Attendance and Engagement** for further information.

What is an Exceptional Circumstances (EC) claim?

An **Exceptional Circumstances (EC) claim** is a process for students who experience unexpected and significantly disruptive circumstances beyond their control that may negatively affect their studies or academic performance.

You must submit your claim within the applicable deadline and provide appropriate supporting evidence.

See **Chapter 18: Exceptional Circumstances**.

Can I appeal an academic decision?

You may submit an **Academic Appeal** where you have a valid ground under the Academic Appeal Procedure and can provide the required evidence.

Disagreement with academic judgement alone is not normally a valid ground for appeal.

See **Chapter 24: Academic Appeals**.

What is the difference between an Academic Appeal and a Complaint?

An **Academic Appeal** is used to challenge an academic decision, such as a decision relating to assessment, progression or an award.

A **Complaint** is used when you are dissatisfied with a University service, action, inaction or other aspect of the way a matter has been handled.

See **Chapters 24 and 25**.

Who can help me with my academic record or status?

Academic Services can provide guidance on academic records, academic status, Exceptional Circumstances, appeals, awards and other academic administrative matters.

See **Chapter 7: Academic Services – Supporting Your Academic Journey**.

What is the difference between a Progress and a Progress and trail?

Progress means that you have met the requirements to move to the next year of study without outstanding modules from the current academic year.

Progress and Trail means that you have not passed all the modules required for the academic year, but you are permitted to progress to the next year while carrying outstanding modules, subject to the applicable trailing limits and requirements.

See **Chapter 21: Progression, Trailing, Repeat and Re-sit.**

What is the difference between a Repeat and a Re-sit?

A **Re-sit** is a further assessment opportunity for a failed assessment or module at a permitted re-assessment opportunity, normally during the **Summer Assessment Period**.

A **Repeat** normally requires you to study the failed module or year again during a subsequent academic year, in accordance with the applicable regulations.

See **Chapter 21: Progression, Trailing, Repeat and Re-sit.**

What happens if I fail a module?

Your academic status and the opportunities available to you will depend on your **award track, programme requirements, number of credits failed and applicable assessment and progression regulations**.

You may be eligible for a re-sit, repeat, progression with trailing, or another academic outcome, depending on your circumstances.

See **Chapter 21: Progression, Trailing, Repeat and Re-sit.**

How many credits can I trail?

Trailing limits depend on your **award track and programme requirements**.

For many programmes, the permitted trailing limit is up to **20 credits for UK/dual-degree students**, while Egyptian-track students may be permitted to trail up to **two modules, to a maximum of 30 credits**, subject to the applicable requirements.

Some programmes, including **Nursing, Dentistry and Physiotherapy**, have specific restrictions.

See **Chapter 21: Progression, Trailing, Repeat and Re-sit.**

How many credits can I take during the Summer Assessment Period?

The normal maximum is **60 credits**.

In specified circumstances, the Programme Examination Board may permit up to **65 credits**. An additional allowance may apply in certain circumstances, including eligible English modules or modules affected by an accepted Exceptional Circumstances claim or Academic Appeal, up to a maximum of **70 credits**, where the applicable conditions are met.

See **Chapter 21: Progression, Trailing, Repeat and Re-sit**.

What is the difference between the UK Track and the Egyptian Track?

The **UK Track** is the dual-degree route, where eligible students work towards both a BUE Egyptian degree and a degree awarded by the relevant UK validating partner.

The **Egyptian (EG) Track** leads to the Egyptian degree awarded by BUE and is governed by the applicable Egyptian-track regulations.

Students may be removed from the UK Track if they do not meet the applicable requirements. Where permitted, they may continue on the EG Track.

See **Chapter 20: UK and Egyptian Tracks: Maximum Registration Period and Study Termination**.

What happens if I am removed from the UK Track?

Removal from the UK Track **does not necessarily mean dismissal from the University**.

Where permitted by the Academic Regulations, you may continue your studies on the **Egyptian Track** towards the Egyptian award.

See **Chapter 20**.

Can I voluntarily transfer from the UK Track to the Egyptian Track?

In some circumstances, you may request to renounce the UK award and continue on the Egyptian Track, provided that your resulting academic status is permitted under the applicable regulations.

Students in their **first year of study** cannot normally renounce the UK award.

Requests must be submitted following the relevant assessment results and within the deadline announced by Academic Services.

Once the transfer has been approved, you **cannot return to the UK Track**.

See **Chapter 20**.

How is my degree classified?

Your degree classification depends on your **award track, programme and applicable University or UK partner regulations**.

Egyptian-track classification follows the applicable BUE requirements, while UK degree classification is determined according to the requirements of the relevant UK validating partner and programme regulations.

See **Chapter 28: Awards, Classification and Graduation**.

What do I need to do to graduate?

To be eligible for graduation, you must:

- Complete the required credits and pass requirements for your programme.
- Meet any programme-specific graduation requirements.
- Meet the relevant **Supreme Council of Universities (SCU)** requirements, where applicable.
- For UK-validated awards, meet the requirements of the relevant UK validating partner.

You must also complete any required graduation procedures and settle outstanding University fees or have an approved payment arrangement, where applicable.

See **Chapter 28: Awards, Classification and Graduation**.

Where can I get my official transcript or graduation documents?

Academic Services provides official academic documents, including transcripts, degree certificates, statements of award and other official academic documents, in accordance with University procedures.

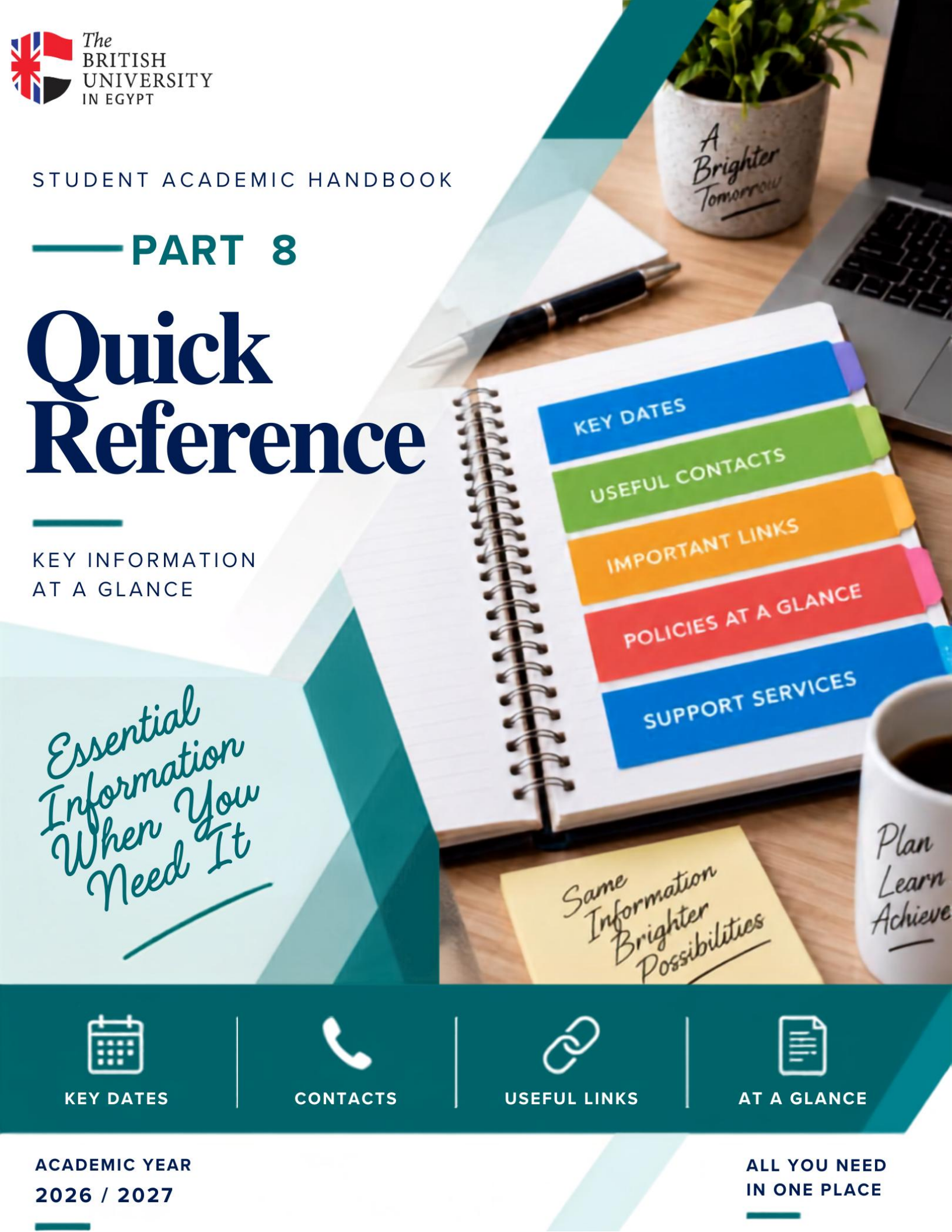
Some documents may require a request and payment of the applicable fee.

See **Chapter 27: Academic Records, Transcripts and Official Documents** and **Chapter 30: Who Can Help Me With...?**

Where can I get help if I am not sure who to contact?

If you are unsure where to direct your enquiry, **Academic Services can help direct you to the appropriate Faculty or University service**.

You can also use **Chapter 30: Who Can Help Me With...?**, which provides a quick guide to the appropriate contact for common academic questions.



STUDENT ACADEMIC HANDBOOK

PART 8

Quick Reference

KEY INFORMATION
AT A GLANCE

*Essential
Information
When You
Need It*



*Same
Information
Brighter
Possibilities*

*Plan
Learn
Achieve*



KEY DATES



CONTACTS



USEFUL LINKS



AT A GLANCE

30. Who Can Help Me With..?

If you need help with...	Who Can help?	Contact/Further information
Module content or assessment requirements	Module Leader / Programme Director	Contact your module or programme team
Overall academic guidance	Personal Academic Tutor (PAT)	Your Faculty
Study skills and academic development	Study Skills and Learning Enhancement	University support service
Academic English	Academic English Team	University support service
eLearning or accessing online materials	eLearning Team	eLearningSupport@bue.edu.eg / Building H
Library resources and research support	University Library	library@bue.edu.eg
Registration and enrolment	Academic Services	AS@bue.edu.eg
Student records and academic status	Academic Services-Registry and Student Records	AS.Registry@bue.edu.eg
Timetabling and examination schedules	Academic Services - Timetabling	AS@bue.edu.eg
Assessment results / academic enquiries	Academic Services	AS@bue.edu.eg
Exceptional Circumstances (EC)	Academic Services -Claims / Faculty Student Support	AS.Claims@bue.edu.eg
Academic appeal	Academic Services / Online Appeal Platform	See Academic Appeals section
Academic documents, transcripts and awards	Academic Services -Awards and Official Statements	AS.statements@bue.edu.eg
Attendance or absence	Faculty / designated online process	See Attendance and Engagement
Faculty-level academic/student support	Student Support Officer	Your Faculty
Academic quality or academic processes	Academic Quality Manager (AQM) / Assistant AQM	Your Faculty cluster
Disability / specific learning difficulty / long-term support	Student Support and Wellbeing / Student Support Officer	Student Life Centre / Your Faculty
Fitness to Study / Fitness to Practice	Relevant Faculty / Academic Quality Manager	See Chapter 16

Complaint about a University service or action	Student Journey Office	See Academic Complaints
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31. Key Academic Dates

The University Academic Calendar provides important dates and deadlines throughout the academic year. Students should check the latest Academic Calendar and official University communications regularly, as dates may be subject to change.

Semester One — 2026/27

Key activity	Date
Preparatory Year Student Induction	12-17 September 2026
Start of Semester One	19 September 2026
Deadline for selecting/changing major and optional modules	19 September-1 October 2026
Mid-Semester Assessment, Reading and Feedback Week	31 October-26 November 2026
Semester One Module Evaluation	7 November-15 December 2026
Unseen Examination Schedule Published	10 December 2026
Semester One Final Assessments / Unseen Examinations	19 December 2026-21 January 2027
Mid-Year Break & Military Training	23 January-5 February 2027
Semester One AMC and EC Panels	9-18 February 2027
Semester One Provisional Transcripts Online	1 March 2027
Deadline for Mark Enquiry	1-4 March 2027
Semester One Appeals Committees	23-26 March 2027

Semester Two — 2026/27

Key activity	Date
Start of Semester Two / Second Intake Semester One	6 February 2027
Deadline for selecting/changing optional modules	6 -18 February 2027
Mid-Semester Assessment, Reading and Feedback Week	20 March-15 April 2027
Semester Two Module and Programme Evaluation	10 April-13 May 2027
Unseen Examination Schedule Published	6 May 2027
Semester Two / Second Intake Semester One Final Assessments / Unseen Examinations	22 May-10 June 2027
Graduation Project / Dissertation Submissions and Discussions	12-23 June 2027
Semester Two / Second Intake Semester One AMC and EC Panels	16-30 June 2027
Semester Two / Second Intake Semester One Transcripts Online	11 July 2027
Deadline for Enquiries, Appeals and EG Track Transfers	11-13 July 2027
Semester Two / Second Intake Semester One Appeals Committees	19-20 July 2027

Summer Assessment Period — 2026/27

Key activity	Date
SAP / Second Intake Semester Two Unseen Examination Schedule Published	21 July 2027
SAP EC Submission Period	24 July - 15 August 2027
SAP Assessments	24 July - 12 August 2027
SAP / Second Intake AMC and EC Panels	28 August - 9 September 2027

SAP / Second Intake Semester Two Transcripts Online	13 September 2027
Deadline for SAP / Second Intake Semester Two Appeals, Enquiries and EG Track Transfers	13 -15 September 2027
SAP / Second Intake Semester Two Appeals Committees	21-23 September 2027

The latest published Academic Calendar takes precedence if any date changes after publication of this Handbook.

32. Important Links and Policies

Regulations / Policy / Procedure	Link
Undergraduate Academic Regulations	UG Academic Regulations 2024-2028
Attendance Policy	Student Attendance Policy
Exceptional Circumstance (EC)	Section 7: UG Academic Regulations 2024-2028
Academic Misconduct	Academic Misconduct Procedure
Academic Appeal	Academic Appeal Procedure
Academic Complaint	Student Complaints Procedure
Personal Academic Tutor (PAT)	Personal Academic Tutor Policy
Fitness to Study	Fitness To Study Procedure
Fitness to Practice	Fitness to Practice Procedure
Student Portal	Student Life Centre (SLC) Portal
Claims Portal	Claims System@BUE
eLearning	eLearning Portal
University Library	BUE Library