

FBEng (Hons) Materials Engineering

Faculty of Engineering – Ain Shams University

COURSE HANDBOOK 2021/22 NAF

Collaborative edition



University of
East London

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INTRODUCTION / WELCOME FROM THE PRINCIPAL

Congratulations on your enrolment into the BEng (Hons) Materials Engineering Course – a Course that has been validated by the University of East London (UEL), our collaborative partner in the UK. UEL is an internationally renowned university which just like Ain Shams University (ASU) strives to achieve the highest possible standard of academic excellence. Apart from being one of the UK's most diverse and fastest growing universities, UEL is a global learning community with internationally recognised research. We are most confident that our collaboration with UEL will yield significant academic benefits both for ASU as an institution, and for the students who will enrol the BEng (Hons) Materials Engineering Course.

Our vision at ASU is to provide our students with a holistic education to develop them into well-rounded individuals who excel both academically and professionally in areas such as leadership, entrepreneurship, social and personal development and growth. The Course is thus aligned closely with the tenets of the National Authority for Quality Assurance and Accreditation of Education (NAQAAE). The framework for NAQAAE was established in 2006 by a presidential decree to enhance the quality of education in Egypt with a mandate to ensure the development of basic reference standards for education - National Academic Reference Standards (NARS).

According to the NARS, quality education that is based on well-defined standards is one of the most important determinants of national sustainable development in Egypt. Therefore, the requirements of the NARS form the basis for the development of Materials Engineering Course at ASU. Thus, the Course is designed to inspire students to be innovative and creative by using appropriate teaching and learning technologies and pursuing independent and life-long learning. Graduates of the Course are expected to be able to apply knowledge of mathematics and natural sciences to develop ways to economically utilize the materials and forces of nature for the benefit of society.

Materials engineers have versatile opportunities in manufacturing, petrochemical, ore extraction, consulting firms, research entities and educational institutes or other similar organizations. Possible jobs are Material engineer, design engineer, metallurgist, product developer, research assistant, quality engineer, biomedical engineer, patent examiner and technical sales engineer. Duties of material engineer are: material selection, material design, processing, testing and characterization of materials and data, quality control, training and documentation

We are confident that you have made the right choice to continue your lifelong learning journey with ASU. We promise to make your time here with us a most enriching educational experience for you.

Associate Prof. Ramadan Elgamsy
Course Leader

INTRODUCTION TO THE COURSE

Course Philosophy

The Course aims to supply the students with the basic and global concepts of science and technology in order to comprehend the relation between materials' structure and its properties and applications, which will open the field to develop and manufacture materials with special properties that suits the required application. This will help in developing various industries and setting specifications and criteria for quality assurance. Materials engineering applications incorporates different metals, ceramics, plastics, composite materials, semiconductors and other materials that could be used in electronics, communication, environmental, medicine, biotechnology, nanotechnology and other applications. Now this field attracts global attention which makes it important to be included into the higher educational system in Egypt.

Materials engineering Course aims to graduate engineers with the ability to deal with the latest developments in the fields of advanced materials, various fields of mechanical, mechatronics and electronic to meet current moral and professional requirements both theoretically and practically. This is done by creating appropriate environment for the development of different skills of students and faculty members and cooperation with competent industrial and research bodies locally and internationally.

BEng (Hons) in Materials Engineering Course Graduates may seek jobs in the following fields

- Petrochemicals companies
- Oil companies
- Steel companies
- Aluminium and copper companies
- Ceramics and glassed companies
- Cement companies
- Plastics companies
- Chemical companies
- Construction companies

The graduated students have their choice of challenging positions such as quality control engineer, R&D manager, continuous improvement engineer, or technical sales engineer and materials engineer.

Furthermore, a validated degree via a UK HEI will provide the students with a richer competency and skills-set. Finally, the skills which the students will gain on the course will enhance the civil engineering discipline in Egypt and build capacity for sustainable development of the built environment.

Course duration and modes of study

The BEng (Hons) Materials Engineering course is a 4-year full-time degree course which includes a foundation year and three (3) years for the specialised courses.

The allowed study duration on the course is four years for full-time mode. In exceptional circumstances, this time limit may be extended to five (5) years, which does not include frozen semesters for reasons acceptable by the faculty, after which the student is expelled from the courses.

The students are allowed to register fewer number of modules to comply with Part time mode of UEL with maximum study duration of eight years after first enrolment on the course.

It is possible to move from full-time to part-time study and vice-versa to accommodate any external factors such as financial constraints or domestic commitments. Many of our students make use of this flexibility and this may impact on the overall duration of their study period and the fees students pay annually, depending on the agreed financial arrangements.

Course aims and objectives.

This course is designed to:

- Apply knowledge of mathematics, science and engineering concepts to the solution of engineering problems.
- Design a system; component and process to meet the required needs within realistic constraints.
- Design and conduct experiments as well as analyse and interpret data.
- Identify, formulate and solve fundamental engineering problems.
- Use the techniques, skills, and appropriate engineering tools, necessary for engineering practice and project management.
- Work effectively within multi-disciplinary teams.
- Communicate effectively.
- Consider the impacts of engineering solutions on society & environment.
- Demonstrate knowledge of contemporary engineering issues.
- Display professional and ethical responsibilities, and contextual understanding.
- Engage in self- and life- long learning.
- Work with mechanical design and manufacturing systems.
- Acquire knowledge of basic principles of metallurgy, supported by the necessary background science.
- Apply advanced science and engineering principles to metallurgical systems.
- Have an integrated understanding of the scientific and engineering principles underlying the four major elements of the field of Metallurgical Engineering.
- processing, structure, properties and performance, related to metallurgical systems appropriate to the field.
- Apply and integrate knowledge from each of the four elements of the Metallurgical Engineering to solve materials selection and design problems.
- Recognize of the importance of metals and alloys to industry and society.
- Utilize and manage resources creatively through effective analysis and interpretation.
- Draw upon a basic knowledge of chemical process industries.
- Relate chemical reactions and their characteristics to process industries.
- Engage in safe laboratory practice.
- Apply knowledge and skills to respond to the recent technological changes.
- Identify and control the impact that chemical engineering has on society from an environmental, economic, social and cultural point of view

Course Intended learning outcomes (ILO's)

The graduates of the BEng (Hons) Materials Engineering Course should be able to demonstrate the knowledge and understanding of:

Knowledge

- Concepts & theories of mathematics and sciences, appropriate to the discipline.
- Basics of information and communication technology (ICT)
- Characteristics of engineering materials related to the discipline.
- Principles of design including elements design, process and/or a system related to specific disciplines.
- Methodologies of solving engineering problems, data collection and interpretation
- Quality assurance systems, codes of practice and standards, health and safety requirements and environmental issues.
- Business and management principles relevant to engineering.
- Current engineering technologies as related to disciplines.
- Topics related to humanitarian interests and moral issues.
- Technical language and report writing
- Professional ethics and impacts of engineering solutions on society and environment
- Contemporary engineering topics

Thinking skills

- Select appropriate mathematical and computer-based methods for modelling and analysing problems.
- Select appropriate solutions for engineering problems based on analytical thinking.
- Think in a creative and innovative way in problem solving and design.
- Combine, exchange, and assess different ideas, views, and knowledge from a range of sources.
- Assess and evaluate the characteristics and performance of components, systems and processes.
- Investigate the failure of components, systems, and processes.
- Solve engineering problems, often on the basis of limited and possibly contradicting information.
- Select and appraise appropriate ICT tools to a variety of engineering problems.
- Judge engineering decisions considering balanced costs, benefits, safety, quality, reliability, and environmental impact.
- Incorporate economic, societal, environmental dimensions and risk management in design.
- Analyse results of numerical models and assess their limitations.
- Create systematic and methodical approaches when dealing with new and advancing technology.
- Understand systems applicable to the material engineering discipline by applying the concepts of: Thermodynamics, Fluid Mechanics, heat and mass transfer and engineering chemistry, solid Mechanics, material processing, material Properties, measurements, and mechanical Design.
- Develop, prepare and characterize new materials by applying concepts of homogeneity and polymorphism, phase transformation, crystalline structures and reaction kinetics,
- Select, Model, analyse, design, treat and test material systems of monolithic

composite and hybrid materials in engineering systems such as mechanical, biomedical, electronic, communication and advanced building systems,

- Adopt suitable national and international standards and codes to: design, build, operate, inspect and maintain industrial equipment and systems.
- Select appropriate solutions for engineering problems based on analytical thinking.
- Think in a creative and innovative way in problem solving and materials selection.
- Combine, exchange, and assess different ideas, views, and knowledge from a range of sources.

Subject-Based Practical skills

- Apply knowledge of mathematics, science, information technology, design, business context and engineering practice integrally to solve engineering problems.
- Professionally merge the engineering knowledge, understanding, and feedback to improve design, products and/or services.
- Create and/or re-design a process, component or system, and carry out specialized engineering designs.
- Practice the neatness and aesthetics in design and approach.
- Use computational facilities and techniques, measuring instruments, workshops and laboratory equipment to design experiments, collect, analyse and interpret results.
- Use a wide range of analytical tools, techniques, equipment, and software packages pertaining to the discipline and develop required computer Courses.
- Apply numerical modelling methods to engineering problems.
- Apply safe systems at work and observe the appropriate steps to manage risks.
- Demonstrate basic organizational and project management skills.
- Apply quality assurance procedures and follow codes and standards.
- Exchange knowledge and skills with engineering community and industry.
- Prepare and present technical reports.

Skills for life and work (general skills)

- Collaborate effectively within multidisciplinary team.
- Work in stressful environment and within constraints.
- Communicate effectively.
- Demonstrate efficient IT capabilities.
- Lead and motivate individuals.
- Effectively manage tasks, time, and resources.
- Search for information and engage in life-long self-learning discipline.
- Acquire entrepreneurial skills.
- Refer to relevant literatures.

Course Structure & Content

The BEng (Hons) Materials Engineering degree is a four-year UEL/ASU double award course, i.e. levels 3–6. The course conforms to UEL's Academic Framework structure. Essentially, this means that 30-credit modules will be delivered across two semesters (September – May). The modules have been repackaged from ASU existing course(s) and /or modules, in order to comply with criteria UEL's Academic Framework.

All modules will be taught/delivered and assessed in English. Each module will have a named Module Leader from ASU. The Course Leader, who has overall responsibility for the day-to-day running of the course is Dr. Ramadan El.Gamasy. Students will pay all

tuition/study/workshop/Module field trip fees directly to ASU. Details of the course structure can be seen in below.

Intermediate Awards

If students are unable to complete their studies, the following awards can be made:

In order to gain a BEng. unclassified degree (ordinary degree) students will need to obtain a minimum of 480 credits including:

- A minimum of 120 credits at level Three or higher
 - A minimum of 120 credits at level four or higher
 - A minimum of 120 credits at level five or higher
 - A minimum of 120 credits at level six or higher
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- In order to gain a Diploma of Higher Education students will need to obtain at least 240 credits including a minimum of 120 credits at level four or higher and 120 credits at level five or higher.
 - In order to gain a Certificate of Higher Education students will need to obtain 120 credits at level four or higher.
 - In order to gain an University Certificate student will need to obtain 40 credits at level three or higher.

Design of the Course

The design and content of the Materials Engineering undergraduate course has been determined by a number of considerations including:

- to meet the national Benchmark Standards for Materials engineering and the requirements of the National Framework for Higher Education Qualifications (see www.qaa.ac.uk for details).
- To meet the UEL Academic Framework Modular Regulations and other university policies (www.uel.ac.uk/academicframework).
- To reflect the research and professional interests of the staff. The options on offer are taught by staff who is specialists in those areas. In this way, you will be exposed to up to date research and also gain awareness of professional practice.
- To build up your knowledge and extend your skills as you go through the years. Each Year/Level of the course draws on and expands material presented at earlier stages. You will be expected to tackle more specialist topics and, in more breadth, and depth, to develop more critical evaluation and analysis of material, to begin to integrate material across modules, to rely less on basic textbooks and to read more original material, and to work more independently, with less guidance.
- To offer opportunities for you to develop career and work-related skills. Certain modules are specifically designed to help you with this, but all modules offer opportunities for practice and developme

Details of the course structure¹:

Level	Year	Code	Module title	Credit Weighting	Core/ Pathway Related	Term of Delivery	Available by Distance Learning?
UEL Level 3 Modules Engineering Design BEng (Hons) – ASU Materials Engineering Course							
3	1	MATL3001	Engineering Materials	20	Core	All over the year	No
3	1	MATL3002	Fundamentals of Organic Chemistry	20	Core	All over the year	No
3	1	MATL3003	Thermo Fluids	20	Core	All over the year	No
3	1	MATL3004	Engineering Drawing	20	Core	All over the year	No
3	1	MATL3005	Manufacturing Technology	20	Core	All over the year	No
3	1	MATL3006	Industrial Project Management (Mental Wealth)	20	Core	All over the year	No
UEL Level 4 Modules Engineering Design BEng (Hons) – ASU Materials Engineering Course							
4	2	MATL4001	Fundamentals of Analytical Chemistry	20	Core	All over the year	No
4	2	MATL4002	Materials for Advanced Manufacturing Technology	20	Core	All over the year	No
4	2	MATL4003	Materials Testing and design	20	Core	All over the year	No
4	2	MATL4004	Heat transfer and heat treatment	20	Core	All over the year	No
4	2	MATL4005	Thermodynamics of materials	20	Core	All over the year	No
4	2	MATL4006	Engineering skills and decision making (Mental Wealth)	20	Core	All over the year	No
UEL Level 5 Modules Engineering Design BEng (Hons) – ASU Materials Engineering Course							
5	3	MATL5001	Quality Control	20	Core	All over the year	No

¹ The listed modules' codes are temporary, and they will be updated latter according to the UEL partner Web Marks Entry (WME) system

5	3	MATL5002	Industrial Project	20	Core	All over the year	No
5	3	MATL5003	Engineering Design and Analysis	20	Core	All over the year	No
5	3	MATL5004	Metallic Materials and Corrosion Resistance	20	Core	All over the year	No
5	3	MATL5005	Polymer materials and composites	20	Core	All over the year	No
5	3	MATL5006	Entrepreneurial skills (Mental wealth)	20	Core	All over the year	No
UEL Level 6 Modules Engineering Design BEng (Hons) – ASU Materials Engineering Course							
6	4	MATL6001	Graduation project	40	Core	All over the year	No
6	4	MATL6002	Petrochemicals and materials selection	20	Core	All over the year	No
6	4	MATL6003	Extractive Metallurgy	20	Core	All over the year	No
6	4	MATL6004	Polymer Processing	20	Core	All over the year	No
6	4	MATL6005	Human Right and Engineering Ethics	20	Core	All over the year	No
Additional details about the course module structure: A core module for a course is a module which a student must have passed (i.e. been awarded credit) in order to achieve the relevant named award. An optional module for a course is a module selected from a range of modules available on the course.							

FoE-ASU modify the courses bylaws every five years to cope with the advances in engineering technologies and/or enforcing corrective actions to face any deficiencies in the previous bylaws. The current enrolled students on the materials engineering Course are registered on the 2013 bylaws, while the students who will register in the academic year 2019-2020 will be enrolled on the 2018 bylaws. For students enrolled on the 2013 bylaw who want to complete the BEng (Hons) from UEL, an equivalence will be made for the module(s) components achieved by student(s) to determine which level s/he will be enrolled at. As for students who will be enrolled on the 2018 bylaw and want to complete BEng (Hons) from UEL, they will register level UEL modules and follow either full time or part time study modes.

The following Table shows the content of each module of the MATL course modules, percentage weighting and the assessment method:

No	Module Code	Module Name	ASU- Bylaw 2018		Component of Assessment	Percentage Weighting	Word count/Durati on
			Code	Name			
Materials Engineering Course (UEL) Level 3 – (ASU) Level 1							
1	MATL3001	Engineering Materials	MDP151	Structure and properties of materials	Report (1000 word) Final Exam (3 Hours)	50%	
			MDP153	Crystalline Structure of Materials	Assignment (10-12 problems) Final Exam (3 Hours)	50%	
2	MATL3002	Fundamentals of Organic Chemistry	PHM141	Introduction to organic chemistry	Presentation (15 min) Final Exam (3 Hours)	50%	
			PHM142	Reaction Kinetics and Chemical Analysis	Assignment (10-12 problems) Final Exam (3 Hours)	50%	
3	MATL3003	Thermo Fluids	MEP111	Thermal physics	Report (650 word) Final Exam (2 Hours)	40%	
			MEP222	Introduction to fluid mechanics	Report (1000 word) Final Exam (3 Hours)	60%	
4	MATL3004	Engineering Drawing	MDP111	Mechanical Engineering drawing	Report (2000 word) Final Exam (3 Hours)	100%	
5	MATL3005	Manufacturing Technology	MDP 183	Manufacturing Technology	Report (2000 word) Final Exam (3 Hours)	100%	

6	MATL3006	Industrial Project Management (Mental Wealth)	MDP232	Industrial Project Management	Assignment (12-15 problems) Final Exam (3 Hours)	100%	
Materials Engineering Course (UEL) Level 4 – (ASU) Level 2							
7	MATL4001	Fundamentals of Analytical Chemistry	PHM241	Electrochemistry	Presentation (15 min) Final Exam (2 Hours)	40%	
			PHM241	Polymer chemistry	Report (1000 word) Final Exam (3 Hours)	60%	
8	MATL4002	Materials for Advanced Manufacturing Technology	MEP231	Measurements and Instrumentation	Report (650 word) Final Exam (2 Hours)	40%	
			MDP257	Materials for Advanced Manufacturing Technology	Report (1000 word) Final Exam (3 Hours)	60%	
9	MATL4003	Materials Testing and design	MDP112	Machine construction	Assignment (10-12 problems) Final Exam (3 Hours)	50%	
			MDP255	Material testing and behaviour	Report (1000 word) Final Exam (3 Hours)	50%	
10	MATL4004	Heat transfer and heat treatment	MEP212	Heat Transfer	Report (650 word) Final Exam (2 Hours)	40%	
			MDP256	Phase Transformation and Heat Treatment	Report (1000 word) Final Exam (3 Hours)	60%	
11	MATL4005	Thermodynamics of materials	MDP254	Thermodynamics of Materials	Assignment (10-12 problems) Final Exam (3 Hours)	50%	
			MEP211	Thermodynamics	Report (1000 word) Final Exam (3 Hours)	50%	
12	MATL4006	Engineering skills and	ASU112	Report Writing and Communication skills	Report (1000 word) Final Exam (3 Hours)	60%	

		decision making (Mental Wealth)	MDP231	Engineering Economy	Assignment (10 problems) Final Exam (2 Hours)	40%	
Materials Engineering Course (UEL) Level 5– (ASU) Level 3							
13	MATL5001	Quality Control	MDP433	Quality Control	Assignment (12-15 problems) Final Exam (3 Hours)	100%	
14	MATL5002	Industrial Project	MDP354	Industrial project	Dissertation (15000 words) Presentation (20-30 mins)	100%	
15	MATL5003	Engineering Design and Analysis	MDP411	Introduction to Finite Elements	Assignment (10-12 problems) Final Exam (3 Hours)	50%	
			MDP451	Failure Analysis	Report (1000 word) Final Exam (3 Hours)	50%	
16	MATL5004	Metallic Materials and Corrosion Resistance	MDP355	Modern Ferrous and Non- Ferrous Making	Assignment (10-12 problems) Final Exam (3 Hours)	50%	
			MDP454	Corrosion	Assignment (10-12 problems) Final Exam (3 Hours)	50%	
17	MATL5005	Polymer's materials and composites	MDP 353	Polymers Materials	Report (1000 word) Final Exam (3 Hours)	50%	
			MDP453	Composites Technology	Report (1000 word) Final Exam (3 Hours)	50%	
18	MATL5006	Entrepreneurial skills (Mental wealth)	ASU321	Innovation and Entrepreneurship	Report (1000 word) Final Exam (3 Hours)	50%	
			ASU333:	Introduction to Marketing	Assignment (10-12 problems) Final Exam (3 Hours)	50%	

Materials Engineering Course (UEL) Level 6– (ASU) Level 4							
19	MATL6001	Graduation project	MDP403	Materials Engineering Graduation Project (1)	Dissertation (15000 words) Presentation (15 mins)	50%	
			MDP404	Materials Engineering Graduation Project (2)	Dissertation (15000 words) Presentation (15 mins)	50%	
20	MATL6002	Petrochemicals and materials selection	MDP456	Petrochemicals and polymer products	Report (1000 word) Final Exam (3 Hours)	50%	
			MDP458	Materials and process selection	Assignment (10-12 problems) Final Exam (3 Hours)	50%	
21	MATL6003	Extractive Metallurgy	MDP457	Extractive Metallurgy	Assignment (12-15 problems) Final Exam (3 Hours)	100%	
22	MATL6004	Polymer Processing	MDP462	Polymer Processing	Assignment (12-15 problems) Final Exam (3 Hours)	100%	
23	MATL6005	Human Right and Engineering Ethics (Mental Wealth)	ASU111	Human Rights	Assignment (10 problems) Final Exam (2 Hours)	40%	
			ASU113:	Professional Ethics and Legislations	Assignment (10-12 problems) Final Exam (3 Hours)	60%	

Regarding using the term “portfolio” to compile the different tasks we applied to assess the student’s performance:

We, of course, agree that originally the term “portfolio” should not be used to title a method of assessment different typologies of assessment methods and one of them is “in-class test”. However, we are using the term “portfolio” to describe a sort of compilation of all assessment tasks that will be applied to evaluate the student’s performance. It is a sort of resume supported with evidence to express the student’s overall performance.

Regarding using single portfolio to compile the two ASU courses/components rather than using two portfolios:

It should be noted in the first the fact that we are matching between two different systems (ASU & UEL) to full fill the administrative needs of each to get the award certificate. We have UEL Academic Framework in one hand, and we have ASU Bylaws in the other hand. Thus, when transforming from ASU system to UEL system, we need to have a margin of flexibility to be able to update our bylaws in the future without violating the transformation process. Usually, we update our bylaws each 5 years considering some governmental decisions regarding the TOR of higher education, the profession and science development, also our stake holders’ recommendations. These updates may need us to increase/decrease the total number of ASU courses per curriculum, and/or it may cause some ASU courses’ weights to be changed in relation to other ones. Thus, we may need to increase/decrease the number of courses we are packing to construct a single UEL module, or we may need to change the packed courses weights. Therefore, we preferred to have the module grade as a single grade entry (portfolio 100%) to be able to make changes considering the ASU bylaw updates without being in need to make paper-based revalidation from time to time. In all cases, we would indicate clearly the different components weights in the student’s handbook and in the Course Assessment Specifications (CAS) which should be approved by the external examiner by the beginning of each academic year.

Thus, we chose to have a single portfolio for each module and this portfolio will compile 4 assessment tasks only (two tasks per single course) to evaluate the student’s overall performance in the module. The two tasks which are related to a single ASU course would be: “in class test” + “one major task”.

The “one major task” will differ from ASU course to another considering: the course content type, nature, and the teaching staff point of view based on his/her own planning to the teaching/learning process.

For example, in Engineering Drawing module, the “one major task” will be a design project task.

In other courses which are “lecture-based modules”, such as Engineering Materials, Fundamentals of Organic Chemistry and Quality Control, the “one major task” may be: a research, a report, an essay, a book review, a study case presentation, or other similar assessment methods. In addition, for each of the component within the portfolio; detailed description and guidance will be provided to the students in the module handbook to ensure the students are clear with what expected from them.

The course specification can be found at the following link:
<https://eng.asu.edu.eg/download?sid=N%2FESEgoPr8p5OBQqa9LURnE9pdpTqBpEneS9zm3GGr8%3D>
https://eng.asu.edu.eg/education/undergraduates/international/programs/uel/Uel_Courses_Specs

KEY STAFF, CONTACT DETAILS AND STAFF ROLES

The Key Staff and Contact Details are correct at point of publication. You will be notified of any changes.

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The organisation and administration of the course will be carried out through the following:

The Dean of Faculty of Engineering

Prof. Omar Elhousieny is the Acting Dean of Faculty of Engineering at ASU. He has overall responsibility for maintaining the high standards of quality and innovation in all our teaching and research activities.

The Course Leader

Dr. Ramadan Elgamsy is the course leader for the BEng (Hons) Materials Engineering course. The course leader represents the academic interests of the course, coordinates the day-to-day business of course, and has overall responsibility for students on the course. The role of the course leader is to guide each student registered on the course through the duration of the course and is the first port of contact when course level issues occur. The course leader, in conjunction with the academic support team, is responsible with the day-to-day running of the course. The course leader is there to resolve any issues that may arise at the course level and will mediate between module leaders & the academic support team to resolve any course level issues. If you have a problem with a particular module and have not been able to resolve it by talking to the Module Leader, you should bring the matter to the Course Leader. Course Leaders are also responsible for liaison with Course Representatives for the year. They also have other duties, which vary from year-to-year and are often connected with quality improvement projects.

The Course Management Team

The Course Management Team consists of the Course Leader, Module Leaders, School Administrators and the Student Representatives, are collectively responsible for day-to-day running of the course. We have Course Committees and Meetings to discuss any issues that arise throughout the academic teaching and/or other subjects and these happen at least one per term.

The Module Leaders

Your Module Leaders are responsible for delivery and academic management of the module, including all module assessment tasks. The module leader is responsible for the delivery of an individual module and is tasked with providing the students with the necessary lecture and tutorial material and assessing the work submitted. They will

deliver all of the lectures for their module. As far as possible any problems or questions concerning individual modules should be addressed to the Module Leader. In most cases this can be done within seminars, workshops or practical sessions. General academic advice can also be obtained from them.

External Examiners

External Examiners are responsible for providing an independent check that proper standards are being maintained and are allocated to modules by Subject Area. They review each piece of assessment before it is available to students, review samples of work each semester, and review student feedback and results.

Circumstances in which student can access UEL directly

You will find that for most issues that arise during the course of your studies academic and administrative staff at your location of study will be able to help, and further details are provided in this handbook. If however you have concerns that lie outside the remit of these staff you can contact the UEL link person [see further details below] in the first instance who will be able to re-direct your enquiry as appropriate.

The UEL Academic Link Tutor is appointed to manage the relationship between the Course Leader at ASU- FoE and UEL. Students may meet the UEL Link Person at Course Committee Meetings.

Please contact your local Student Support/Administrative Office if you have any queries, in the first instance. If you have been advised by your local office to contact UEL then please send an e-mail to the contact UEL then please send an e-mail to the UEL Academic and Employer Partnerships Office at apo@uel.ac.uk.



Link to the Student Handbook page for When to Contact UEL Directly:
<https://uelac.sharepoint.com/sites/studenthandbooks/SitePages/When-to-Contact-UEL-Directly.aspx>

COURSE OPERATION AND STUDENT REGISTRATION

Study Timings and Registration

The academic year will comprise of two main semesters:

First main semester (Fall): Begins early September and lasts for 15 weeks.

Second main semester (Spring): Begins early February and lasts for 15 weeks.

- New students' enrolment in the Course starts two weeks before the starting of the Fall semester, after fulfilling all the Courses requirements and paying the enrolment

fees, as recommend by the Courses Administration Council and set by the Council of the Faculty of Engineering.

- Registration for any semester takes place within two weeks before the starting day of the semester. Registration is not final until the full tuition fees of the semester are paid.
- Registration in the Summer semester is optional.
- The student must register 60 credits per semester, after consulting the academic advisor, at the time of registration and according to the yearly rules issued by the Faculty and published in the student's guide. Registration is not final until the student pays the educational service fees for the semester.
- Late registration is not final unless there is a vacancy in the courses, and the student should pay late registration fees besides the prescribed academic service fees, in accordance with the recommendations of the Courses Administration Council and approval of the Council of the Faculty of Engineering regarding this issue.
- The student may not register in any module without fulfilling all its prerequisites.
- The Course academic regulations are available at <https://eng.asu.edu.eg/BylawsAndRegulations>
- The Local Attendance and Engagement policy is available at https://eng.asu.edu.eg/uploads/uploadcenter/asu_594_file.pdf
- UEL University's academic regulations are available at: Academic Framework Regulations (see Manual of General Regulations, Part 3) <https://www.uel.ac.uk/Discover/Governance/Policies-Regulations-Corporate-documents/Student-Policies/Manual-of-General-Regulations>

It is essential that you log in to UEL direct and enrol with UEL using the UEL student number that you have be given prior to attending any lectures.

Once you have gained admission to the Course you must login to the UEL direct page using your student username which will be your UEL ID number and password and complete the on-line enrolment. ASU-FoE will assist and ensure that you complete your online enrolment task promptly. UEL Direct is available at <https://www.uel.ac.uk/students>

For general enquiries concerning enrolment, you must contact your local Student Support/Administrative Office for guidance in the first instance and then if you are advised to contact UEL, please send an e-mail to the UEL Academic and Employers Partnerships Office at apo@uel.ac.uk.

It is essential that you log in to UEL direct and enrol with UEL using the UEL student number that you have be given prior to attending any lectures.

Once you have gained admission to the course you must login to the UEL direct page using your student username which will be your UEL ID number and password and complete the on-line enrolment. [Faculty of Engineering – Ain Shams University](#) will assist and ensure that you complete your online enrolment task promptly. UEL Direct is available at <https://www.uel.ac.uk/students> (click on 'new students')

For general enquiries concerning enrolment, you must contact your local Student Support/Administrative Office for guidance in the first instance and then if you are advised to contact UEL, please send an e-mail to the UEL Academic and Employer Partnerships Office at apo@uel.ac.uk.

EQUALITY AND DIVERSITY

ASU Equality and Diversity Strategy

- ASU commits to ensuring equality and diversity in its campus. Equality is ensured for everyone regardless any grounds of discrimination such as gender, age, color, disability and religion.
- The university supports a safe environment for both working and studying. The university environment must be free of bullying, harassment, and any form of discrimination. Any act of the aforementioned will not be tolerated and any complaints will be taken seriously. Anyone who feels being subjected to these acts is encouraged to raise complaints.
- All academic staff members, students and employees are supposed to treat each other with mutual respect and fairness. Everyone should respect the presence of individual differences, diversity in culture, personal opinions and beliefs.
- Equal opportunities and access to facilities are allowed for all staff and students. Each staff member or student is given full support to develop their skills and talents. Selection for employment, promotion, training, or any other benefits will be based on aptitude and ability.



Link to the UEL Equality and Diversity Strategy: https://www.uel.ac.uk/-/media/main/images/about/temp_governance_prototype/polices-and-regulations/students/equality-and-diversity-policy-090615.ashx?la=en&hash=A1327CCC49248602E7683F626D9606B64550B646

COURSE MANAGEMENT

Students' support and guidance are provided through a range of resources. A welcome and induction process is delivered in their first week, where all students are guided to their studies.

The course pays special attention to the learning management system that helps students and staff members to intercommunicate effectively in terms of course material, assignment, term-work marks ... etc.

The course's learning management system is setup to have a page for each course studied during the semester. The student can access courses from the main course web-page.

All electronic services provided to the students requires the use of university e-mail, hence, it is created automatically for the course's student when first enrolled to the course, and s/he retains this e-mail until s/he graduates.

The Student Information System (SIS) is the place where students can access all your academic records. It can be reached on the main course web-page, which also provides brief information about the mission and vision of the course, and the important dates related to student academic activities.

Every student is assigned an Academic Advisor who is one of the faculty members and may continue with the student for the whole study duration. The Academic Advisor should follow-up with the student, assist in selecting courses each semester, and request to place the student under probation for one semester.

For each hour (lectures or tutorials) the instructor should have an office hour. It could be twice a week for 1.5 hours each. Office hours will be determined in the first class and will be posted on the instructor's office door.

Students will be given a student handbook at the start of their course of study.

Course Committees provide a formal structure for student participation and feedback on their course of study. Course committees provide a forum in which students can express their views about the management of the course, and the content, delivery and assessment of modules, in order to identify appropriate actions to be taken. Terms of reference are provided in Appendix D.

Students Involvement

There are different facilities that ensure students involvement that include:

a) Students' Affairs Administration

The students' affairs administration is chaired by the Vice-Dean for education and students' affairs and is located in the main building. This administration has representatives at the International Credit Hours Engineering Courses (iCHEP) administration offices (Ground Floor of the New Educational Building). The secretariat of each course (at the iCHEP secretariat office – Ground Floor of the New Educational Building) also collaborates with the previous representatives in accomplishing the following tasks:

- Archiving of the students' files.
- Issuing the students' identity cards.
- Electronic recording of the students' course registration, add/drop, and withdraw.
- Processing the students' course evaluation at the end of each semester.
- Issuing the students' records at the end of each semester.
- Issuing the students' graduation certificates.
- Processing the students' appeals and requests.

b) Students' Union

The students' union is also under the general supervision of the Vice-Dean for education and students' affairs. As part of the Faculty of Engineering, the courses' students are members in the union and have similar rights and benefits as the mainstream students, including entering the union's yearly elections.

c) Financial Affairs Administration

The iCHEP financial affairs administration, located at the Ground Floor of the New Educational building, is responsible for issuing the payment orders for the students' tuition fees at the beginning of each semester. The administration is also responsible for collecting the copies of the students' payment receipts, which should be presented by the students after making their payment at the Faculty treasury. Courses' students who fail to present copies of the payment to the iCHEP financial administration risk having no payment records at the administration.

d) Library

The Faculty library provides a service specially designed to fulfil the requirements of all academic courses. It is open for all Faculty members for reference use and borrowing. The main library has a shelf space for over 46,000 books on all subjects forming part of the Faculty curriculum. It has 353 technical periodicals (the Faculty receives 23 periodicals yearly on a regular basis). Additionally, it has more than 3,340 Ph.D. and M.Sc. theses resulting from all Faculty departments' activities. The students' library has multiple copies of textbooks, amounting to over 13,000, available for short-term borrowing to students. According to the Engineering Faculties libraries development project, annexed to the Ministry of Higher Education, the library is interconnected through the Internet with all the libraries of engineering faculties nationwide. VTLS library software system has been installed which contains all the modules to provide library services to the Faculty community.

e) ASU-FoE Information Systems

ASU-FoE have a solid understanding of the importance of information systems in each aspect in the CHEP academic environment. Hence, a comprehensive web portal has been created for CHEP that has all information and services needed for the student, parents, and staff members. Learning Management System (LMS) is one of the available services at the ASU-FoE portal for all students mainly to have their course materials posted regularly on it with a dedicated protected access to the courses s/he enrolled in them. More importantly, a comprehensive Student Information System (SIS) is another service that is available on the portal to all parties involved in the system. The student can use SIS to access academic records, undertake module registration, request to open module that are not offered, or even request advising appointment with academic advisors.



The Committee's terms of reference is provided at:

<https://uelac.sharepoint.com/LearningandTeaching/Pages/students-area.aspx>

ATTENDANCE AND ENGAGEMENT

Teaching Policy

Language: English language should be used for lectures, discussions, exams, and all verbal and electronic communications.

Module Guide: Each module guide should contain: module objectives, core and recommended textbooks, outline, material, assessments, grading policy and outcome. Outline should contain sections covered every week with reference to chapters/sections in the textbook. The instructor/module leader should give the module

guide to the students during the first class. The module guide serves as a contract between the instructor and the students.

Textbook: The instructor is free to select/recommend a textbook but it should be international and available. The textbook information should be provided to the administration office or the unit head before the first class of the course.

Attendance: Attendance is taken in lecture and tutorial classes. It is assigned a percentage based on the grading policy. Students should not be allowed to enter the class after 5 minutes from the scheduled time. No eating, drinking, or mobile use in the class. If the student wants to leave the class for any reason, s/he will not be allowed to come back to the class. The student's attendance should not be less than 75% during each module component. Otherwise, the student should not be allowed to attend the in class test.

Assignments: Assignments are given every week (detailed are spelled out in the module), preferably from the textbook. Assignments should constitute 20% of the total grade. Instructors are allowed to drop the least assignment from the grade. The assignment is collected at the end of the tutorial period of the next week. Instructors may grade only selected problems from the assignment. The graded assignment should be returned and discussed with the class.

KEY DATES

- Link to ASU-FoE academic calendar
 - Note: Updated link will be added later
- Link to UEL's academic calendar
<https://www.uel.ac.uk/student-life/key-dates>

MODULE SPECIFICATIONS

Module specifications define each module of study on the course. They will include **learning outcomes** and the **aims** for each module. These documents form part of the 'definitive' documentation for the course. It is important to note that reading lists and indicative content are likely to change.

- Link to MATL's module specifications:
 - Note: Updated link will be added later

AWARD CERTIFICATES

For the UEL/ASU double award degree, students will be issued a UEL certificate and a UEL Diploma Supplement. In addition, ASU will also issue their own certificate to students who have completed the course. The calculation of the class of degree will be in accordance with UEL's degree classification calculations.

For students who have transferred to UEL (on campus in London): a UEL certificate will be issued together with a UEL Diploma Supplement. The calculation of the degree classification will be based on the proportion of the Course studied at UEL as per UEL's existing rules and regulations. ASU will determine at its discretion if

credits can be brought back to ASU where the calculation of the class of degree will be determined by ASU.

All students completing their study at ASU could attend the graduation ceremony at UEL London campus according to their will and at their own expense.



Link to the University's **academic regulations**:

<https://www.uel.ac.uk/Discover/Governance/Policies-Regulations-Corporate-documents/Student-Policies/Manual-of-General-Regulations>



Learning and Teaching

ASU strives to create an enabling environment conducive to meaningful learning in which students from all backgrounds are supported by committed and qualified staff. The FoE promotes an ethos of reciprocity, service and tolerance and is supportive of academically underprepared students, women, minorities, international students, disabled students, mature or working students and other underrepresented groups. The administration, communication, support services and curricula reflect and value diversity and staff capacity and administrative infrastructure are sufficient to cater for the number of enrolled students so as not to compromise the student's support and developmental needs.

Students have sufficient access to technology to make it possible for them to successfully complete the Course. Information concerning student support services is made accessible to all students. This is mostly facilitated through fully fledged IT laboratories, and free Wi-Fi facilities. Services such as Learning support, additional tutorial support etc. are made available at all phases of a students' journey: on first entering the institution; and to ease the transition from Higher Education into the world of work. Teaching and Learning support to all the learners are provided using all the physical resources available at ASU and also provided by UEL such as online access to journals and databases.

The following summarizes the Learning and Teaching Policy at ASU which will govern this double award collaboration:

- Student evaluation and assessment is based on “in-class test” in addition to one major task. The major task may be assignment, LA
- Module(s) instructors are carefully selected from the distinct full-time world-class faculty members of the Faculty of Engineering at Ain Shams University.
- With the majority of modules being delivered over the whole year there is excellent scope for formative Assessment to stretch and extend the students. Thus, a key feature of the modules is the emphasis on formative feedback and guidance to enable students to develop full understanding of the topics of study, prior to assessment taking place.
- Assessment for these module components takes the form of examinations, module component work s, presentations and time constrained assessments.
- Each module syllabus contains: module objectives, textbook, outline, material, assessments, grading policy and outcome. Outlines should contain sections covered every week with reference to chapters/sections in the textbook. The instructor will hand the module’s (or module component) syllabus to the students in the first class. The syllabus serves as a contract between the instructor and the students.

The following are not compulsory for the double award degree but will be encouraged:

- The student should pass the ASU’s requirements, which consist of humanities, social sciences, general culture modules’ components. These components represent 18 credit hours at ASU selected from a list of components.
- The student should pass the ASU’s College requirements, which consist of basic sciences and engineering courses. These courses must be studied by all students and they represent 46 credit hours.
- The student should perform summer training for 12 weeks during their study duration, and should be conducted during 3 summers. Training must be performed in an industrial/service facility related to the student's Course or inside the faculty where it is delivered by staff members. The training must be under the full supervision of the faculty. The student submits their training portfolio to their Academic Advisor, who in turn assesses the outcomes and evaluates it.

ASU Attendance Policy

Across the faculty, consistent attendance of at least 75% and participation in Course activities is part of the learning process. To meet all learning outcomes, FoE ASU expects full attendance in all lectures and insufficient attendance may result in an ‘Incomplete’ status for the module component. The school should be notified of absences. In case of illness a recognized medical certificate should be supplied. Students are encouraged to communicate with their lecturer or course coordinator if they have any queries pertaining to them.

Assessment

The module specifications provide a detailed breakdown of the weighting and volume of assessment. For a formal description of the assessment process students should refer to the Academic Regulations on the UEL website or refer to details in the guide for students.

Assessment Arrangements

Each module assessment will be designed and set in accordance with the module specification. This will state the number of components to be assessed as well as the weighting of each component. Each assessment will be moderated/verified internally at ASU before it is sent to UEL for approval. All module or component assessments must be formally approved before they are issued to students. All assessments will be approved via the normal and established UEL procedure(s). Marking criteria will be published to students using either a rubric or more detailed written explanation and will be provided to students at the same time as the assessment specification/task. This will form part of the assessment brief which will be agreed with the external examiner. Marking of assessments will use the full scope of marks, that is 0 – 100. A sample of 10% or 10 scripts (whichever is greater) must be second marked by ASU and this must cover the full range of marks. In the case of the research project (or similar work), the work of the entire cohort will be blind double-marked. The samples (including both second marked and non-second marked) will be sent to UEL for forwarding to the External Examiner for review.

UEL will determine what documents/information is needed for an Assessment Board and this will be communicated to ASU in a timely manner.

All summative assignments will be marked anonymously where possible and subject to second marking. ASU will conduct a pre-board where all modules and profiles of students will be considered, and this will be fed back to UEL who will consider these at the relevant UEL Assessment Board. The results will be considered at assessment boards, which will be held at UEL. Feedback will be given to all students especially on summative assessment tasks. Normally the module leader will choose how this is given, but generally it will be given individually (within 20 days).

UEL operates a minimum of 30% threshold in each component of assessment on a module. However, to pass the module students will need to achieve a weighted average of at least 40%. Progression to the next higher level (year) will only be permitted if the student has gained at least 90 credits during the academic year.

On the UEL/ASU double degree, students will not be permitted to study any level six (6) modules, if there are outstanding level four (4) modules. The Assessment Board at UEL (with representation by the Academic Link Tutor) will determine the progression decision of all students.

ASU Assessments vs UEL/ASU Double Assessment Arrangements

On the UEL/ASU double award degree, students must pass the agreed UEL module in conformity with all established rules and procedures as determined by UEL. If a student has failed a module or component of a module on the UEL/ASU double award degree, the student will be entitled to a resit opportunity. This will normally be in the early summer (July/August).

Students will be asked and expected to retake a module with attendance if a resit opportunity was not successfully passed; however, this depends on the individual profile of the student – taking into consideration UEL policy/rules on retakes. Although reassessment on modules is not permitted on the Egyptian award, yet students are able to review the module component work grades and discuss with the instructor the marking of the module component work. As for the in class test students are permitted to submit an appeal for revising the marks registration and the completeness of grading the in class test. However, modules reassessment is possible on the UEL award according to UEL regulations.

UEL's "capping" regulations will apply for any resit or retake modules or components of modules. Passing an ASU module or component of a module does not automatically

mean that the UEL/ASU double award module has been passed. There will be no averaging (mean) of module marks on ASU modules to determine UEL/ASU double award module marks. The marks of a module will be as specified on the module specification.

If a student fails a module on the ASU variant of the course but passes the UEL/ASU double award module: This student would have been deemed to pass the module and would be given the credits for such module.

An agreed equivalence chart/table will be used to compare ASU marking/grading scheme to that of the UEL/ASU double awarded degree. However, in all cases, on the UEL/ASU double award degree the full spectrum of marks (0-100) will be used.

Students will be entitled to UEL's "compensated pass" regulations on the double award degree. Summer training/placements/work is not a formal part of the UEL/ASU double awarded degree but will be encouraged.

Moderation of Assessment

Examinations and other assessments undergo a rigorous quality assurance process of moderation as follows:

Preparing the assessment brief / examination paper

- Module lecturers design/ write the questions / briefs and produce answers with marking schemes.
- Another lecturer checks the assessment questions, solutions and marking scheme.
- Copies of the assessment questions, answers and marking scheme are sent to UEL for checking and approval.
- UEL sends the assessments to external examiners for approval.

Marking of assessments

- Students' assessments are marked by the FoE- ASU teaching staff.
- A sample of 10% or 10 scripts, whichever is the higher, are double marked by another lecturer within FoE-ASU
- In the case of exam scripts, the papers of the entire cohort is blind double-marked
- The double marked sample is sent to UEL for forwarding to the External Examiner
- The results are considered at assessment boards.

All summative assignments are marked anonymously where possible and subject to second marking. If they can't be marked anonymously, the assignments will be double-marked. The ASU examination board will conduct a pre-board where all modules and profiles of students will be considered. This will be fed back to UEL who will consider these at the relevant UEL Assessment Board.

Submission of Module component work

The module handbook/guidelines will explicitly detail how module component work should be submitted and these will (using student number, word count, word-processed). Submission dates will be available in the Module Guides and on the VLE.

We strongly suggest that you try to submit all module component work by the deadline set as meeting deadlines is expected in employment. However, in

our regulations, UEL has permitted students to be able to submit their module component work up to 24 hours after the deadline. The deadline will be published in your module guide. Module component work, which is submitted late, but within 24 hours of the deadline, will be assessed but subjected to a fixed penalty of 5% of the total marks available (as opposed to marks obtained).

Please note that if you submit twice, once before the deadline and once during the 24 hours late period, then the second submission will be marked and 5% deducted.

Further information is available in the Assessment & Feedback Policy at <https://www.uel.ac.uk/Discover/Governance/Policies-Regulations-Corporate-documents/Assessment-and-Feedback-Policy>.

Extenuating circumstances claims

Under certain circumstances, extenuation can be granted. Academic staff should direct students to FoE ASU support staff trained on UEL extenuation processes as outlined in UEL's extenuation policy as FoE – ASU will follow the process of UEL for the Extenuating circumstances:

<https://www.uel.ac.uk/discover/governance/policies-regulations-corporate-documents/student-policies/extenuation-procedures>

Normal UEL criteria will apply. A subcommittee will be set up at FoE - ASU under the guidance of the Academic Link Tutor. This committee will report its finding and determination to UEL (APO and ALT).

Breaches of Academic Misconduct Regulations

Assessment tasks are designed to reduce, as far as is practicable, the possibility of plagiarism and collusion and other instances of academic misconduct. Where an instance of academic misconduct is suspected, procedures detailed in Part 8 of Manual of General Regulations (Academic Misconduct Regulations of UEL) will be invoked. The cases will be identified through Turnitin facilities provided by UEL for the registered students and they will be dealt with the same procedures mentioned in the General Regulations manual. Students will be made aware of the Academic Integrity Policy to assist in the avoidance of plagiarism. As part of their induction, students will also be required to complete the academic integrity certificate on Moodle.

The following is a non-exhaustive list of examples of academic misconduct:

Plagiarism: representing another person's work or ideas as one's own, for example by failing to follow convention in acknowledging sources, use of quotation marks etc. This includes the unauthorised use of one student's work by another student and the commissioning, purchase and submission of a piece of work, in part or whole, as the student's own.

Collusion: cooperation in order to gain an unpermitted advantage. This may occur where students have consciously collaborated on a piece of work, in part or whole,

and passed it off as their own individual efforts or where one student has authorised another to use their work, in part or whole, and to submit it as their own.

Misconduct in examinations (including in-class tests). Including, for example, when an examination candidate:

- copies from the examination script of another candidate;
- obtains or offers any other improper assistance from or to another candidate (or any other person unless an approved reader or scribe);
- has with them any unauthorised book (including mathematical tables), manuscript or loose papers of any kind, unauthorised electronic devices (including mobile telephones) or any source of unauthorised.
- allows himself/herself to be impersonated or when any person impersonates another examination candidate.

Fabrication or misrepresentation: the presentation of fabricated data, results, references, evidence or other material or misrepresentation of the same. Including, for example:

- claiming to have carried out experiments, observations, interviews or other forms of research which a student has not, in fact, carried out;
- claiming to have obtained results or other evidence which have not, in fact, been obtained;
- in the case of professional qualifications, falsely claiming to have completed hours in practice or to have achieved required competencies when this is not the case;

Failure to obtain ethical approval: where work is undertaken without obtaining ethical approval when there is a clear and unambiguous requirement to do so.

FoE ASU will use a range of mechanisms for determining academic misconduct including and not limited to, plagiarism software, internet searches, viva voce.

Feedback to Students

Feedback will be given to all students especially on summative assessment tasks. Normally the module leader will choose how this is given, but generally it is given individually. Assessment feedback is provided to you so that you can use the feedback to improve your future performance. You will be also provided with feedback on formative tasks – these are tasks that do not lead to a final mark or grade. The lecturer or the module leader will determine how this is given.

Feedback is central to learning and is provided to you to develop your knowledge, understanding, skills and to help promote learning and facilitate improvement.

All feedback will be:

- timely (provided within 20 working days)
- given in relation to the learning outcomes and assessment criteria
- provided on both module component work and examinations
- clear, relevant, motivating, and constructive
- developmental, enabling you to consolidate learning and achievement
- word-processed where e-submission is not used (unless the nature of the work prevents this e.g. mathematical formula)
- offered in a range of formats appropriate to the module e.g. electronically via Turnitin Grade Mark or other e-Submission tools where used, Audio file, Video file, or Screen cast.

Assessment Boards

Assessment Boards control, consider and adjudicate upon all assessments undertaken by students. The Board comprises a Chair (usually a Head of Department), all those substantially involved such as lecturers/tutors/module leaders and the external examiner(s).

Mapping of assessment schedule to UEL Boards

Submission dates will be planned in collaboration with the UEL Academic Link Tutor to ensure that the marking process is complete, and marks are entered in time for the appropriate board at UEL.

Use of Virtual Learning Environment (VLE) in the learning and assessment process;

Currently, the ASU uses a VLE where module content material such as lecture slides, tutorial and practical tasks are uploaded for the students to access.

Degree Classification

Where a student is eligible for an Honours degree by passing a valid combination of modules to comprise an award and has gained a minimum of 240 UEL credits at level 5 or level 6 on the current enrolment for the course, including a minimum of 120 UEL credits at level 6, the award classification is determined by calculating:

Credit-weighted arithmetic mean of the best 100 credits at level 6	*	0.8	+	Credit-weighted arithmetic mean of the next best 80 credits at levels 5 and/or 6	*	0.2
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and applying the mark obtained as a percentage, with all decimal points rounded up to the nearest whole number, to the following classification

70% - 100%	First Class Honours
60% - 69%	Second Class Honours, First Division
50% - 59%	Second Class Honours, Second Division
40% - 49%	Third Class Honours

Honours degree – classification (A(E)L)

Where a student is eligible for an Honours degree, and has non-UEL credit (accredited learning, experiential learning or recognised credit), the following are used to determine their award. In each case the weighted average obtained is rounded up to the nearest whole number and a classification determined by the table in Degree Classification.

If the student has entered with only Level 4 credit, or lower, then the standard calculation will be used to determine the award classification.

If the student has entered with full exemption from Levels 4 and the award of at least 100 credits of APEL/APCL at Level 5 the award classification will be determined by calculating the credit weighted arithmetic mean of the best 100 credits at Level 6.

If, otherwise, a student enters with partial exemption from Level 5 the classification is determined by calculating.

Credit-weighted arithmetic mean of the best 100 credits at level 6	*	0.8	+	Credit-weighted arithmetic mean of all modules passed at Level 5	*	0.2
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Degree Without Honours – classification

Where a student is eligible for an ordinary degree, the award classification is determined by calculating the credit-weighted arithmetic mean of all marks at level 5 and level 6 on the current enrolment for the course and applying the mark obtained as a percentage, with all decimal points rounded up to the nearest whole number, to the following classification.

70% - 100% Distinction

55% - 69% Merit

40% - 54% Pass

Foundation degree – classification

Where a student is eligible for a Foundation degree, the award classification is determined by calculating the credit-weighted arithmetic mean of the best 240 credits including at least 120 credits at Level 5 on the current enrolment for the course and applying the mark obtained as a percentage, with all decimals points rounded up to the nearest whole number, to the following classification

70% - 100% Distinction

55% - 69% Merit

40% - 54% Pass

For full details of the University degree classification refer to

http://www.uel.ac.uk/wwwmedia/internal/ga/committees/documents/Aca_demic-Framework---Assessment-Regulations---with-changes-approvedfor-Transition-Group.doc

Grades of the MATL Course modules

The points of each credit hour are computed as follows:

Ain Shams University			University of East London
Percentage of total mark at ASU	Grade	Points for GPA	Percentage equivalent at UEL
97% and higher	A+	4.0	95% and higher
93% to less than 97%	A	4.0	82% to less than 95%
89% to less than 93%	A-	3.7	70% to less than 82%
84% to less than 89%	B+	3.3	66% to less than 70%
80% to less than 84%	B	3.0	63% to less than 66%
76% to less than 80%	B-	2.7	60% to less than 63%
73% to less than 76%	C+	2.3	56% to less than 60%
70% to less than 73%	C	2.0	53% to less than 56%
67% to less than 70%	C-	1.7	50% to less than 53%
64% to less than 67%	D+	1.3	45% to less than 50%
60% to less than 64%	D	1.0	40% to less than 45%
Less than 60%	F	0.0	Less than 40%

Each module composed of two or three components (ASU Courses) and the weight of each component in the module evaluation is given in the module mapping table. The marks of each module will be as specified on the module specification as in section 6.

Other general rules:

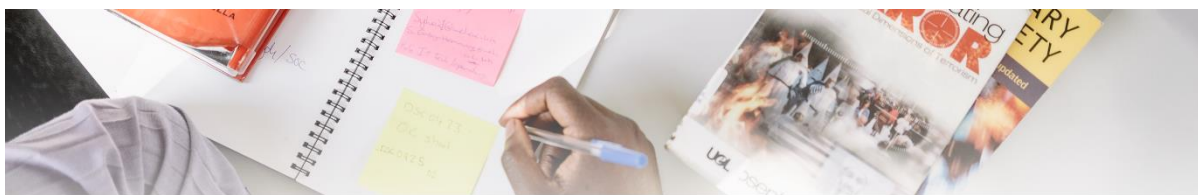
1. Late submission/breach of regulations will cause failure in the entire portfolio assessment.
2. The student must attend at least 75% of the component.
3. The students work is submitted for each individual ASU course in the form and deadline instructed via ASU assignment and goes via the normal marking process. Further the student work for each individual ASU courses is packed in a portfolio format for the submission requirement for the UEL degree.



Link to the Student Handbook page on Assessment and Feedback:

<https://uelac.sharepoint.com/sites/studenthandbooks/SitePages/Assessment-and-Feedback.aspx>

Link to Student Policies: <https://www.uel.ac.uk/Discover/Governance/Policies-Regulations-Corporate-documents/Student-Policies>



REFERENCING

As a student you will be taught how to write correctly referenced essays. UEL's standard **Harvard referencing** system is from *Cite Them Right*. Cite them Right is the standard Harvard referencing style at UEL for all Schools, however professional body requirements will take precedence for instance the School of Psychology which uses the APA or IEEE systems.



Link to the Student Handbook page on *Cite Them Right*:

<https://uelac.sharepoint.com/sites/studenthandbooks/SitePages/Cite-Them-Right.aspx>



ACADEMIC MISCONDUCT & PLAGIARISM

For the purposes of University regulations, **academic misconduct** is defined as any type of **cheating** in an assessment for the purposes of achieving personal gain. Please follow the link below to learn more.



Link to the Student Handbook page on Academic Misconduct and Plagiarism:

<https://uelac.sharepoint.com/sites/studenthandbooks/SitePages/Academic-Misconduct-and-Plagiarism-Home.aspx>



RESEARCH INTEGRITY

The University adheres to its responsibility to support and promote the highest standards of **rigour and integrity** and embed a culture of honesty, transparency and care and respect for all participants and subjects of research. The University is committed to ensuring that research is conducted with integrity and good research practices are upheld. Please follow the link below to learn more.



Link to the Student Handbook page on Research for On Campus Courses:
<https://uelac.sharepoint.com/sites/studenthandbooks/SitePages/Research.aspx>

Link to the Research Integrity and Ethics Document page:
<https://uelac.sharepoint.com/ResearchInnovationandEnterprise/Pages/research-integrity-and-ethics-documents.aspx>



PLACEMENT ARRANGEMENTS

Placements and volunteering provide opportunities for students to gain work experience, develop work-related skills, learn about professional sectors and how your studies can be directly applied in the work environment. Many Courses include placements as part of the formal Course of study, and for others placements are a mandatory professional requirement.

Although there is no compulsory placement system, we encourage all students to seek work experience during their summer vacations. Training could be performed in an industrial/service facility related to the student's Course and must be under the full supervision of the faculty according to the requirements stipulated in Article (37) of the ASU Credit-hour Educational Courses bylaws. The training is mandatory for the normal ASU degree.

Reference to the Suitability Procedure (Manual of General Regulations: Part 13)
<https://www.uel.ac.uk/Discover/Governance/Policies-Regulations-Corporate-documents/Student-Policies/Manual-of-General-Regulations>

Scholarships

The student who achieves an accumulative GPA of 3.6 or higher after any semester and did not fail any ASU course (module component) throughout her/his course of study is included in the Dean's List and receives partial exemption from charges on the next semester. This exemption is dependent on the student's GPA as recommended by the Courses Administration Council in this regard and after approval of the Council of the Faculty of Engineering. The student who keeps an accumulative GPA of 3.3 or higher in every semester all through her/his course of study and does not fail any module component, graduates with an Honor Degree, which is documented in her/his graduation certificate. Additionally, the top 30 students in Thanaweya Amma, mathematics section, who enrolled in the credit hours Courses, are fully exempted from paying any tuition fees in their first semester. To maintain this exemption in the following semesters, the student should maintain an accumulative GPA of 3.6 or higher in every semester. This exemption is declined once the student fails to achieve this accumulative GPA in any semester. The faculty sets a system for encouraging distinguished students through reducing their tuition fees in accordance with their accumulative GPAs. At the beginning of each semester, the distinguished students' list is announced together with the associated tuition fees reductions.



Local arrangements for academic and pastoral care for students

Induction

Students' support and guidance are provided through a range of resources. A welcome and induction process starts in their first week, where all students are guided to their course studies. Student induction and orientation takes place on the first day of each academic year. The purpose of induction is to introduce new students to their peers, the academic and support staff, to familiarize them with the access to and use of facilities and to outline the relevant Policies, Procedures, Rules and Regulations. Information on the course, student support services and the teaching and learning philosophy adopted by the College is communicated verbally and in writing.

Currently, at the beginning of each course, the faculty meets and greets the new cohort and addresses the following topics in an induction Course:

- (1) Course Structure (how and when modules are assessed)
- (2) Course Content
- (3) Assessment Grading
- (4) Attendance

- (5) Responsibilities they have in learning process – the importance of meeting assessment deadlines
 - (6) Importance of presenting authentic work and being clear on what constitutes plagiarism rules
 - (7) Appeals procedures
 - (8) Allocation of Personal Tutors
 - (9) Access to UEL electronic learning resources
 - (10) Access to UEL Library and Learning Services
 - (11) UEL Academic Framework
 - (12) Assessment regulations
 - (13) Extenuation
- At the start of the course each student will be given either a hard copy of the course handbook or access to the VLE where this will be published.

English language Support

For those who require additional support in English language additional sessions are scheduled by ELTU (English Language Teaching Unit).

Student mentorship

The Academic staff must provide each and every student with the support required to perform academically, and encourage active engagement from the students through:

- Establishing a supportive relationship with all students
- Adopting a creative approach to teaching and learning
- Providing regular constructive assessment feedback
- Mentoring and coaching

Students may make an appointment to meet with any tutor or the course leader to discuss their progress and request additional assistance with managing their workload or to ask for additional tutoring in an area that she/he may be struggling with.

Academic Advisor

All students enrol on the course will be assigned an Academic Advisor (AA). This Academic Advisor will:

- Assist students with the process of induction and orientation into academic life and the University/College community and respond promptly to any communication from him/her;
- Work with students to build personal academic relationships;
- Retain an interest in their students' personal and general academic and professional development throughout their academic careers while at the University/College, providing information and guidance on academic choice;
- Monitor both academic performance and student engagement in a proactive manner and advise on constructive strategies to enable improvement, for example through the use of a personal portfolio or personal development plan;
- Listen and offer students help and advice about pastoral/non-academic matters and to signpost students to other student services for further assistance if necessary;
- Ensure that a note is kept of discussions at each meeting (with the student) and any follow-up actions agreed with the student;
- Provide references to students in their quest for employment or further study.

Academic Support Systems

At ASU, students have full access to all required facilities and receive the best preparation for their undergraduate studies. These are including Library, Lab Room, ICT Room, Photocopying Facilities, etc. In addition, all students are assigned an Academic Advisor. Students participate in class activities that help develop their presentation and language skills, leadership skills, critical thinking skills and social skills, giving them greater confidence for their future academic challenges.

Teaching

At the FoE, teaching follows university practice with lectures, tutorials, assignments, projects and in college tests designed by an experienced teaching team. The module's learning management system is setup to have a page for each module studied during the semester. The student can access their modules and modules' components from the main course web-page. All electronic services provided to the students requires the use of university e-mail, hence, it is created automatically for the course's student when they are first enrolled to the course, and they retain this e-mail until they graduate.

Student Affairs

At ASU there are Student Affairs Officers who offer friendly and caring support and mentorship to students, not just for academic matters but also for personal problems. Throughout the course, the Students' Affairs Officer organizes weekly meetings, business trips and outings to places of interest in and around Cairo, as well as international trips during the summer holiday.

Safe Environment: FoE ASU provides a safe, caring and nurturing learning environment with friendly, supportive mentors and teachers who have many years of experience in teaching and mentoring.

Advising instruction assures that each advisor should discuss with student their progress in study, their performance at various evaluations and any complaints about the physical facilities either educational or recreational. In addition to study related topics, academic advisors are encouraged to support the mental health of students through discussing any external environment topics and assess the study stress the students are subjected to. ASU has agreements with NOGs that help students to face study stress in addition to ASU 13 hospitals which may help students in such issues.

Technical support for learners and staff

ASU employs a team of technical IT support and professional services staff to help staff and students with their teaching and assessment activities. The centre employs a dedicated IT Manager to provide the learners and staff with the necessary advice about the technical needs of the mode of study throughout the length of the course. The students and staff have the full access to the ICT room, photocopiers, printers and e-library throughout the course of the term. The IT team provide learners and teaching staff with the necessary technical support in using 'Turnitin' software throughout the assignment submission and assessment process.

The team provides specialist technical support for teaching, learning and assessment activities to ensure they run smoothly. This can be anything from preparing resources, operating specialist laboratories and quantity surveying, to setting up classrooms.

Technical teams frequently have responsibility for related areas such as managing health and safety, contingency planning and capital planning, maintenance of both hardware and software.

Information on how the entitlements of disabled students have been addressed within curriculum design:

As a UEL validated Course, the curriculum has been designed to adequately address needs and requirements of disabled students. From a local perspective the Course team will ensure that if there are disabled students on the course the following will apply:

- Step free access to laboratories/classes
- Larger fonts sizes for presentation materials
- The use of scribes
- Voice recorders will be allowed (with the permission of the presenting lecturer)
- Extra time for examinations
- Use of word processor (PC) without Internet access for examinations.
- Separate room for special needs students (if requested)

Access to UEL Academic Link Tutor (ALT)

All ASU students on the proposed courses (being submitted for approval) will have access to the respective Academic Link Tutor generally via email. Students are encouraged to discuss any issue or concerns with their in-house tutors at the first instance before contacting the Academic Link Tutor.

UEL Resources

As UEL registered students, FoE - ASU students will also have access the following UEL resources:

- UEL Library including e-resources, databases and e-journals (subject to licence allowances)
- Study skills Plus – an online diagnostic and assessment tool which can help students develop their core English and maths skills.
- UEL Direct
- Information and communications technology (ICT) resources such as Office365, UEL Software center, Lynda.com, UEL email, Panopto and Moodle.

The role of the UEL Academic Partnership Office (APO)

The APO will work in liaison with the ALT, however principally the role of the APO is administrative support for the ALT and the Partner. The APO will be the first point of contact for the partner and will channel concerns, issues, queries to all UEL Central Services such as Registry, Assessment Unit, The Hub, Courses and Systems, UEL Library and so on.

Student Feedback Mechanisms

Student representatives will be either elected or nominated for each course. These representatives are the means of formal communication to the various committees at FoE - ASU Campus and UEL. There will be two formal meetings per year with the student representatives, module leaders and the course coordinator at FoE - ASU Campus. The External Examiner report will also be made available for students to access. The issues raised at these meetings will be communicated to the Academic Link Tutor or APO at UEL. Actions resulting from these issues will be monitored and taken in the next committee meeting, where the representative will get an update, if not solved then and there.

We ask that student representatives discuss all matters informally with their Module Tutor at FoE - ASU before raising them at committee level. It should be possible to solve most problems by an informal approach. The earlier the course team are made aware of any problems, the earlier FoE - ASU will attempt to correct problems. Student support is appreciated and acknowledged consistently in the student End-of-Module Evaluation Questionnaires and verbal feedback. The information collected from the Questionnaires is delivered to the Senior Management of FoE - ASU for analysis and taking any remedial actions.

Academic Progress

Students on the double degree Course will be able to access their records/profile via UEL Direct. ASU also has its own The Student Information System (SIS) platform where students can access all their academic records. It can be reached on the main course web-page, which also provides brief information about the mission and vision of the Course, and the important dates related to student academic activities. Students receive an Academic report on a quarterly basis to assist them to monitor their progress and to identify any areas of concern. Students also meet with the Academic Head and the relevant facilitators to discuss their progress. Recommendations for improvement are made and the feedback is minuted

Students with learning challenges

Students with learning challenges are accommodated as far as possible, taking the current College resources into consideration. The Academic Board is responsible for approving any recommendations made by the Student Counselor to accommodate a student with any of the following learning challenges:

- A cognitive disadvantage which affects their ability to learn at the same rate as their peers.
- A specific learning difficulty which may or may not be linked to a cognitive disability
- A speech and language impairment affecting their ability to comprehend
- A physical disability and sensory impairment
- An emotional disability which can affect their ability to learn
- An extended period of absence which could occur for a variety of reasons
- A behavioral impairment affecting their ability to concentrate and therefore learn effectively
- Students who speak a different language at home than the one they speak at College

Online information and support:

As previously mentioned, the course team will use their own VLE. A bespoke section will be created for

- Induction information
- Academic support for students available both at FoE - ASU and UEL
- FoE - ASU Student Enquiries Desk opening hours
- FoE - ASU Library opening hours
- Link to UEL Library online resources
- Copy of Course Handbook



a) Local library and IT resources

ASU - FoE central library serves students and researchers in various fields besides the Digital Library to provide an online service for users. There is (1) central library with (3) halls according to the following:

- The student library hall contains (16,461) books.
- The teaching staff hall contains (29,607) books.
- Digital Library Hall

The Digital Library serves to provide an online Service for users. It gives online access to the contents of the library, including books and theses. The digital library website: http://srv2.eulc.edu.eg/eulc_v5/libraries/start.aspx

Other learning resources are the Egyptian Bank of Knowledge (EBK) through the website: <http://www.ekb.eg/> "Egyptian Knowledge Bank", is an presidential initiative started at 2016 and is one of the largest national projects that is concerned with education in Egypt, it aims to provide huge and diversified sources for knowledge and culture for free. It comes after contracting with several international publishing houses to give access to their contents in all scientific and cultural disciplines. Generally, 25 global publishing house and specialised companies, have their content at the Egyptian Knowledge Bank such as Emerald, John Wiley Elsevier .. etc.. E-Mail Services involved a developed Cooperation of the University with Microsoft Corporation to Serve Undergraduate and Postgraduate Students offering new features for the official e-mail users.

b) Other local resources relevant to supporting the Course

The faculty offers students Training Support through **Global Training Technology Centre**. It aims to be a centre for innovation in technology and entrepreneurship, as to form a link between academic study and labour market. The centre offers training Courses to serve students and graduates at the same time, these training Courses aim to develop the creative sense of the trainees in order to integrate them into creative and innovative works that would serve the industrial field and the community. Depends on the overlap between the different disciplines in various fields and at various levels. The centre is nearly 1000 m² area, it works as the headquarters for the students to practice their activities in the future, and the college is preparing the headquarters of the centre to accommodate the necessary training activities.

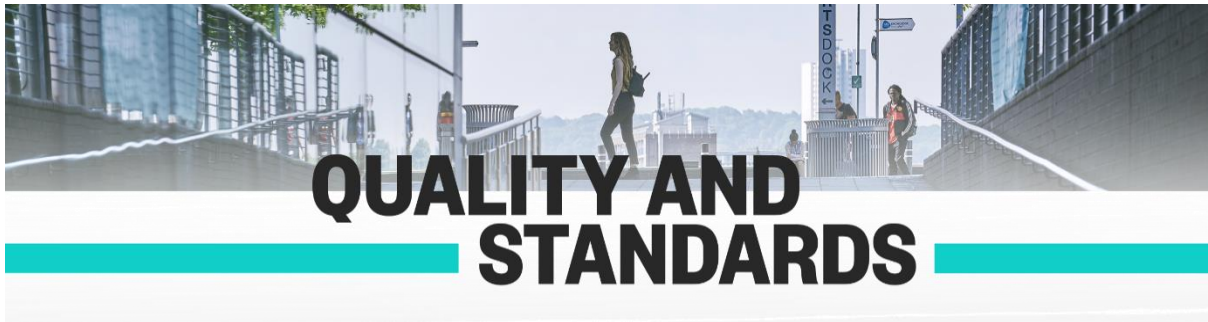
ASU Career centre is established as a replacement of the Employability and Career Development centre which was established through the collaboration between Ain Shams University and the American University. ASU Career Centre has a permanent headquarter in Faculty of Engineering and the main headquarter in Ain Shams University main campus at Abbasia. It provides special training Courses for students in order to develop their capabilities in the professional and employment fields. The

centre aims to guide the trainee to her/his excellence and weaknesses points, and how to raise points of excellence and overcome weaknesses.

The number of computers available to students is about 600 modern machines. A suitable number of computers are available for faculty members in their respective laboratories and offices in different sections. The number of computers available to employees is 250 devices. Computer labs are run centrally for students. The method of using these labs has been adopted by setting a nominal fee of not less than two pounds per hour to use the central labs which are open to access the network, while the student does not bear any burdens to enter the laboratories associated with the ministry while the Income is suitable for the maintenance and modernization of computers in college. The databases and information systems of faculty staff members, their assistants, students, graduate students, expatriates, administrators and libraries have been developed and updated. The databases are continuously updated.

The Faculty of Engineering has a website through the main website of Ain Shams University. The website is: <https://eng.asu.edu.eg/>. The website provides various services for students and faculty members by presenting the internal regulations of the bachelor's degree course as well as higher education. The site is being developed and data recorded within it are consistently updated. The contents of the various educational materials are displayed. The modules' components schedules and exam results are announced at the end of the semester. The site is available in Arabic and English so that the user can choose the appropriate language. This site is regularly updated by site administrators and college administration. E-mail access is also available to the faculty members and the assistant staff and the students on the website of the College.

In order to update the educational services to the international standards, an online portal was developed in order to open the access to students and staff members to perform efficiently online. Students can view their modules and modules' components, submit module component work and view their grades. Staff members can upload their lectures, view the online submissions and grade online. An information technology unit was set up for the electronic portal of the college to be the main focus of interaction between students and faculty.

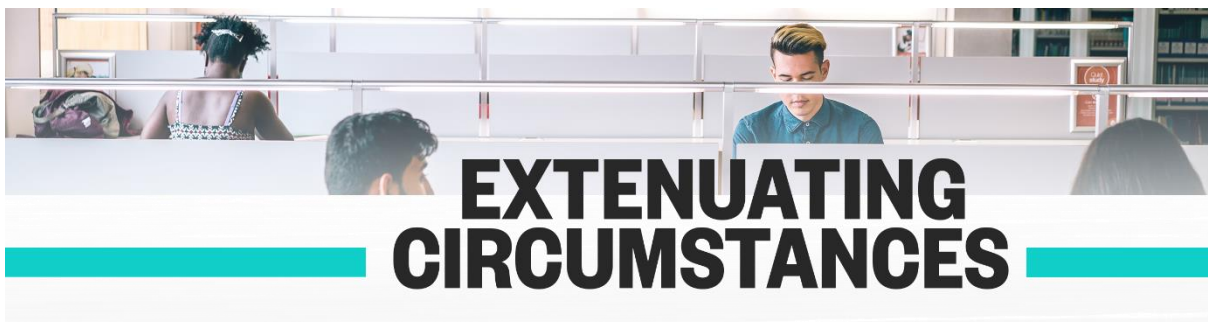


You are enrolled on a course of study leading to the award of a degree of the University of East London (UEL). As such, you are regarded as a student of the University of East London as well as [Faculty of Engineering – Ain Shams University](#) and both institutions work together to ensure the quality and standards of the course on which you are registered.

The final responsibility for all quality assurance, validation and standards' matters rests with UEL.



Link to the Student Handbook page on *Quality and Standards*:
<https://uelac.sharepoint.com/sites/studenthandbooks/SitePages/Quality-and-Standards.aspx>



Extenuating Circumstances are circumstances which:

- impair your examination performance or prevent you from attending examinations or other types of assessment, or
- prevent you from submitting module component work or other assessed work by the scheduled deadline date, or within 24 hours of the deadline date

The University of East London has agreed, through Academic Board, procedures governing extenuation for students concerning the assessment process.

This course will be subject to equivalent procedures, with the process being administered by, and the panel being held within, [Faculty of Engineering – Ain Shams University](#).

Module Improvement and Resit

Within the Ain Shams regulations the student can repeat a module for improvement if their grade satisfies the minimum passing requirement, according to the following rules: The student gets the grade of the module after improvement, and this grade is the one that will be accounted for in the accumulative GPA, on condition that the improvement should be shown in the student's transcript. The student can improve up to five modules during her/his study duration, except for improving module component with the purpose of getting out of the academic warning or satisfying the graduation requirements. The student should pay the fees for the failed module.

If the student fails a module component (less than 40%) after resit, s/he should repeat the module component (full attendance and performing all activities including examinations), according to the following rules: The maximum mark of the repeated module component is 40%. The student gets the grade of the module after repetition, and this grade is the one that will be accounted for in the accumulative GPA, on condition that the repetition should be shown in the student's transcript. The student should pay the fees for the failed module.

Ain Shams University will only report the original mark to UEL.

Seeking Advice: Academic Advisor

Every student is assigned an Academic Advisor who is one of the faculty members and may continue with the student for the whole study duration.

The Academic Advisor may ask the student to repeat module component which s/he already passed or ask her/him to register in additional module component to raise her/his accumulative GPA to that required for graduation.

Extenuation procedures (Manual of General Regulations) for ASU – FoE is available at: https://eng.asu.edu.eg/uploads/uploadcenter/asu_1768_file.pdf

The University of East London has agreed, through Academic Board, procedures governing extenuation for students concerning the assessment process.

The BEng Materials Engineering Course will be subject to equivalent procedures, with the process being administered by, and the panel being held within Ain Shams University – Faculty of Engineering

If granted by the panel, **Extenuation can**

- (i) Allow students to hand in module component work up to 7 days late.

or

- (ii) Allow students to proceed to their next attempt uncapped.

Extenuation doesn't

- (i) Give students more attempts to pass a module
- (ii) Reschedule exams
- (iii) Uncap a capped module
- (iv) Give students a higher mark.
- (v) Allow students to hand in work over 7 days late.

The basic principle is that extenuation should put you in the same position that you would have been in had you not missed the exam or handed in the assessment late – it does not confer any advantages.

UEL decided that its procedures would be

- Evidentially based
- Handled centrally by an panel of senior staff (not devolved to various parts of the organisation)
- Retain student anonymity where possible

The extenuation procedures are intended to be used rarely by students not as a matter of course.

The procedures govern circumstances which

- Impair the performance of a student in assessment or reassessment
- Prevent a student from attending for assessment or reassessment
- Prevent a student from submitting assessed or reassessed work by the scheduled date
-
- Such circumstances would normally be
- Unforeseeable - in that the student could have no prior knowledge of the event concerned
- Unpreventable - in that the student could do nothing reasonably in their power to prevent such an event
- Expected to have a serious impact
-
- Examples of circumstances which would normally be regarded as serious are:
- A serious personal illness (which is not a permanent medical condition – this is governed by disability procedures)
- The death of a close relative immediately prior to the date of assessment

Examples of circumstances which would *not* normally be regarded as extenuating circumstances are:

- Failure of computer equipment / USB stick
- Transport problems, traffic jams, train delays
- Misreading the exam timetables / assessment dates
- Minor illnesses

The judgement as to whether extenuation is granted is made by a panel of senior persons in the organisation who make this judgement on the basis of the evidence the student provides (not on their knowledge of the student) – where possible the identity of the student is not made available to the panel. The judgement is made on the basis that the circumstances could reasonably be thought to be the sort of circumstances which would impair the performance of the student etc. The actual performance of the student is not considered and is not available to the panel.

It is the responsibility of the student to notify the panel, with independent evidential documentary support, of their claim for extenuation.



Link to the Student Handbook page on **Extenuation**:

<https://uelac.sharepoint.com/sites/studenthandbooks/SitePages/Extenuation.aspx>



KEY LINKS

Academic Appeals

<https://www.uel.ac.uk/Discover/Governance/Policies-Regulations-Corporate-documents/Student-Policies/Student-Appeals>

Academic Integrity

<https://uelac.sharepoint.com/LibraryandLearningServices/Pages/Academic-integrity.aspx>

Academic Tutoring

<https://www.uel.ac.uk/centre-for-student-success/academic-tutoring>

Access and Participation Plan

<https://www.uel.ac.uk/-/media/main/governance/uel-access-participation-plan-2019-2020.ashx?la=en&hash=611F4EBA4C254C535D28EF963CC8A5D40A22560D>

Accreditation of Experiential Learning

<https://www.uel.ac.uk/Discover/Governance/Policies-Regulations-Corporate-documents/Student-Policies/Manual-of-General-Regulations>

Assessment and Feedback Policy

<https://www.uel.ac.uk/Discover/Governance/Policies-Regulations-Corporate-documents/Student-Policies> (click on other policies)

Bus Timetable

<https://uelac.sharepoint.com/EstatesandFacilitiesServices/Pages/Timetable.aspx>

Centre for Student Success

<https://www.uel.ac.uk/centre-for-student-success>

Civic Engagement

<https://www.uel.ac.uk/Connect/Civic-Engagement>

Complaints procedure

<https://www.uel.ac.uk/Discover/Governance/Policies-Regulations-Corporate-documents/Student-Policies/Student-Complaint-Procedure>

Counselling

<https://uelac.sharepoint.com/StudentSupport/Pages/Health-And-Wellbeing.aspx>

Disability support

<https://uelac.sharepoint.com/StudentSupport/Pages/Disability-And-Dyslexia.aspx>

Engagement & Attendance Policy

<https://www.uel.ac.uk/Discover/Governance/Policies-Regulations-Corporate-documents/Student-Policies> (click on other policies)

Equality and Diversity Strategy

<https://www.uel.ac.uk/Discover/Governance/Policies-Regulations-Corporate-documents/Student-Policies> (click on other policies)

Extenuating Procedures

<https://www.uel.ac.uk/Discover/Governance/Policies-Regulations-Corporate-documents/Student-Policies/Extenuation-Procedures>

IT Support

https://uelac.sharepoint.com/sites/ITServices/SitePages/Problem_Reporting/Reporting-Problems.aspx

Library Archives and Learning Services

<https://www.uel.ac.uk/lis/>

Manual of General Regulations

<https://www.uel.ac.uk/Discover/Governance/Policies-Regulations-Corporate-documents/Student-Policies/Manual-of-General-Regulations>

Mentoring

<https://www.uel.ac.uk/centre-for-student-success/mentoring>

Referencing guidelines

<https://uelac.sharepoint.com/LibraryandLearningServices/Pages/Harvard-Referencing-.aspx>

Student Protection Plan

<https://www.uel.ac.uk/-/media/main/governance/annex-d---student-protection-plan---19-20-v5-dated-29-07-19.ashx?la=en&hash=F072ACA99BAEE007A22D649A76EBFBBE9B6D5324>

Suitability Procedure (Manual of General Regulations – Part 13 – Suitability Procedure)

<https://www.uel.ac.uk/Discover/Governance/Policies-Regulations-Corporate-documents/Student-Policies/Manual-of-General-Regulations>

APPENDIX A: ACADEMIC APPEALS

Students who wish to appeal against a decision of an Assessment/Progression Board may appeal in accordance with the procedure for Appeals against Assessment Board decisions (Manual of General Regulations: Part 7 Appeals Against Assessment Board Decisions).

Disagreement with the academic judgement of a Board of Examiners' decision cannot, in itself constitute a reason to Appeal. Academic judgement is a judgement that is made about a matter where only the opinion of an academic expert will suffice. For example, a judgement about assessment or degree classification or a judgement about a decision where a student is required to repeat or take further assessment will usually be academic judgement, and a student cannot appeal simply because they believe they ought to have received a higher grade or mark. For further information on the scope of this procedure, please refer to Part 7 of the Manual of General Regulations.

Further information about the UEL appeals process, including copies of the formal Notification of Appeal Form, is available to view at <https://www.uel.ac.uk/Discover/Governance/Policies-Regulations-Corporate-documents/Student-Policies/Student-Appeals>

To help you decide whether your query would be an Appeal or Complaint, please refer to <https://www.uel.ac.uk/Discover/Governance/Policies-Regulations-Corporate-documents/Student-Policies>

If you would like to lodge a formal appeal or have any queries, please email the Institutional Compliance Office at appeals@uel.ac.uk

APPENDIX B: COMPLAINTS

If you feel that you have not received the standard of service which it would be reasonable to expect, you may be entitled to lodge a complaint. Complaints should be used for serious matters, and not for minor things such as occasional lapses of good manners or disputes of a private nature between staff and students

Separate procedures exist for the following, which therefore cannot form the substance of a complaint:

- appeals against the decisions of Assessment Boards (**Manual of General Regulations : Part 7 Appeals Against Assessment Board Decisions**);
- appeals against annual monitoring reviews, transfer of research degree registration or oral examination decision for postgraduate research students (**Manual of General Regulations: Part 9 Research Degrees**);
- appeals against the decisions of the Extenuation Panel (**Manual of General Regulations: Part 6 Extenuating Circumstances**);
- complaints against the Students' Union (see the **Complaints Procedure** in the **Students' Union constitution**);
- appeals against decisions taken under disciplinary proceedings (**Manual of General Regulations: Part 12**);
- complaints about businesses operating on University premises, but not owned by our university (contact the Deputy Vice-Chancellor and Chief Operating Officer);
- complaints about the behaviour of other students (see **Part 12 of the Manual of General Regulations this Manual**);
- appeals against the decisions of Academic Misconduct Panels (see **Part 8 of the Manual of General Regulations**)
- appeals against the decisions of Attendance Appeal Panels (see the **University's Attendance Policy**).

Students wishing to submit a complaint must, in the first instance, follow the complaints policy of which aligns to the Office of the Independent Adjudicator's good practice framework (<https://www.oiahe.org.uk/media/96361/oia-good-practice-framework.pdf>). The [Faculty of Engineering – Ain Shams University](#) complaints policy is available at: [insert link to collaborative partner complaints policy]

[Faculty of Engineering – Ain Shams University](#) will administer all stages of its complaints policy and, upon exhaustion of this policy, will issue a formal letter to the complainant notifying them that its complaints policy has been exhausted. If the complainant is still not satisfied with the outcome they will be entitled to request that the University of East London undertake a review of their complaint.

The University of East London will conduct a review of the complaint in accordance with Stage 3 of its own Complaints Procedure. The University of East London Complaints Procedure is available at: <https://www.uel.ac.uk/discover/governance/policies-regulations-corporate-documents/student-policies/manual-of-general-regulations>

The University of East London will administer the Stage 3 review in accordance with its Complaints Procedure and, upon completion of the review, will issue a Completion of Procedures Letter. If the complainant is still not satisfied with the outcome they will be entitled to make a complaint to the Office of the Independent Adjudicator.

Complainants are strongly advised to make every reasonable effort to resolve their complaint informally through meeting with the member of [Faculty of Engineering – Ain Shams University](#) staff most directly concerned with the matter, such as the Course or Module Leader, before submitting a formal complaint.

Complaints must normally be lodged within the set time limits outlined in the relevant complaints policy. This ensures that the people involved still remember the case, and the facts can be established.

If you would like to request that the University of East London undertake a review, following the exhaustion of the [Faculty of Engineering – Ain Shams University](#) complaints policy, please email the Complaints and Appeals Office at complaints@uel.ac.uk