

# Regulations for the delivery of Coventry University Taught Postgraduate Awards at the Coventry University Branch at The Knowledge Hub, Egypt

## 1 Introduction

- 1.1 These Regulations provide a set of rules that must be applied when determining the basic requirements for the construction of courses and for entry, progression and the granting of Coventry University's taught postgraduate awards at the Coventry University Branch at The Knowledge Hub from September 2024 onwards. They must be referred to in all course definitive documentation, together with any specific requirements in respect of particular named courses.
- 1.2 The medium of instruction for Coventry University postgraduate awards shall be English unless explicit permission to offer a course, or part of a course in a different language has been granted at the course approval stage.

## 2 Postgraduate credit frameworks

- 2.1 Modules can be delivered in the following multiples: 0, 10, 15, 20, 30, 40, 50, 60 with a maximum of 60 credits delivered per semester.
- 2.2 One taught level 7 module credit equates to a minimum of 10 hours of student effort, which shall be devoted to taught time, preparing assessed work, private study, and, as applicable, to attending courses of residential study, and final examinations.
- 2.3 A Masters course will normally include a Project module of at least 30 credits. The Project module must be taken and passed by any student entering with advanced standing.
- 2.4 A Masters course shall include the curriculum for a Postgraduate Diploma and a Masters Project module. The additional credits between the Postgraduate Diploma and the Masters course (60 credits) may comprise a combination of a Project (30 credits minimum) and taught modules at level 7.
- 2.5 The credit requirements are as set out below:

Academic Award THIS IS NOT A CASCADE OF AWARDS		
	<i>Total</i>	<i>Level 7</i>
<i>Postgraduate Certificate</i>	60	60
<i>Postgraduate Diploma</i>	120	120
<i>Masters</i>	180	180

- 2.6 Where a student becomes eligible for an interim award by completing part of a longer course the interim qualification is only conferred if the student fails or withdraws from the next stage of the course.
- 2.7 Modules at any level may carry zero credit and be used to indicate an activity which must or may be undertaken as part of the overall course, for example undertaking professional experience, and/or an activity which will be assessed as part of another module's, or group of modules, assessment. No reassessment shall be permitted against a zero credit rated module. A zero credit rated module may be deferred. Where zero credit rated modules are utilised, this must be made clear in the Course Definitive Documentation and links to the overall course and any other module must be made explicit. The module shall be listed on the Higher Education Achievement Record, Diploma Supplement or Transcript as an essential part of the overall course. Where a zero credit module is used a pass/fail module mark shall be allocated to the module.
- 2.8 Each assessment credit value shall be divided in half to determine its European Credit Transfer (ECT) rating.

2.9 Courses shall be designed on a mandatory module basis with no options permitted.

### 3 Enrolment and Registration

#### 3.1 *General*

Students are required to enrol and register for a course in accordance with the arrangements notified by the Coventry University Branch at The Knowledge Hub and in cases where the course duration is longer than a single enrolment period, they are required to re-enrol for their next period of study under the procedure notified following completion of each enrolment period. Course definitive documentation shall specify which modules and assessments a student must take. The Coventry University Branch at The Knowledge Hub reserves the right to withdraw a course for new students on resource grounds (e.g. availability of staff with relevant expertise, availability of equipment, student take-up) by the deadline notified. Under such circumstances, the applicants involved shall be informed and provided with other options in a timely manner. Students on closing courses shall be able to complete their studies.

3.2 To obtain a Coventry University award a student who started their course with advanced standing or who has been credited with modules for prior learning shall be required to pass level 7 modules to the value of the following credits (see Coventry University Academic Regulation 4.2):

Postgraduate Certificate	20
Postgraduate Diploma	50
Taught Masters degree	60

3.3 A student entering with advanced standing or who is given recognition for prior learning shall have their maximum duration of registration adjusted accordingly.

3.4 The maximum duration of registration on any of Coventry University's postgraduate awards, including periods of suspension, interruption of studies and withdrawal are normally as per the table below. Regulations for individual courses may not impose a variation to this stated duration, except where a Statutory or Professional Body (or other external agency) places a limit on the total period of study for a particular award; such constraints must be clearly stated in the course definitive documentation. Where a course ends its period of approval and is not reapproved or a new curriculum is re-approved for that course, students who have not yet completed the original course shall normally transfer to another course for which their modules taken so far make them eligible, including transferring to a new curriculum.

<b>Duration of course (calendar year)</b>	<b>Maximum period of registration</b>
1 year full-time	3 years
2 years part-time	5 years

3.5 In exceptional circumstances where an extension to the period of study is required, a written request for this supported by documentary evidence must be submitted to the Coventry University Academic Registrar and Director of Registry Services for consideration prior to the period of extension being agreed with the student.

3.6 In the case of students who require a visa to study in their chosen location, the duration of study agreed at the time when a visa was sought must be adhered to and, in those exceptional circumstances where an extension to the period of study is required, a written request for this must be submitted to the Academic Registrar and Director of Registry Services for study in the UK. for consideration prior to the period of extension being agreed with the student. The registration of a student who requires a visa to study in their chosen location can be curtailed at any time if the student fails to comply with the terms of a visa.

3.7 Students who wish to re-join the programme following a period of withdrawal / interruption of study must apply to the Coventry University Branch at The Knowledge Hub via the approved procedure. Such students will only be considered if they are able to complete their studies within the maximum period of registration (including periods of suspension and interruption of studies and withdrawal).

3.8 Students undertaking professional experience, an internship or other placement period will

undertake these aspects of their study as an integral part of their programme, and as such, cannot be undertaken after the completion of all the taught components of the course. Credits associated with professional experience, placements or internships may not exceed the total credit permitted for the award.

### 3.9 **Temporary Withdrawal**

Students may apply or be required to temporarily withdraw for a maximum period of twelve consecutive months under the procedure notified for reasons of ill health or other circumstances (third party documentary evidence to be provided). Such an application will need to be approved by the Coventry University Branch at The Knowledge Hub via the approved procedure and will not normally be considered after the final teaching block of that enrolment period. The period of temporary withdrawal shall be included within the maximum registration period for the award. A student returning from a period of temporary withdrawal shall be subject to the Regulations that apply to the cohort being joined. Marks attained up to the point of interruption shall stand. In the case of students who require a visa to study in their chosen location, an interruption of studies will only be approved if it falls within the terms of a student's visa.

### 3.10 **Complete Withdrawal from Course**

- a) Where a student indicates a desire to permanently withdraw from a course, the date of withdrawal shall be taken as the date on which by the Coventry University Branch at The Knowledge Hub informs Coventry University; retrospective withdrawal dates shall not be accepted. All marks attained up to the time of withdrawal shall stand, and the student may re-enrol for the course in later years if appropriate.
- b) The Coventry University Branch at The Knowledge Hub reserves the right to require a student to withdraw, where the student has not fully engaged with the course or not complied with their financial commitment. Examples of not fully engaging include: repeated non-attendance at teaching sessions and/or not taking part in (formal or informal) assessments and not responding to requests sent by the Coventry University Branch at The Knowledge Hub to explain such non-attendance. This list is not exhaustive.
- c) Under Regulation 3.10b), a student may submit an appeal, within ten working days of the date of the letter confirming the withdrawal, on the basis of material irregularity or if there is significant new evidence of mitigation against the student's non-engagement. The appeal must be submitted in writing using the Coventry University Branch at The Knowledge Hub's appeals process. The decision of the Coventry University Branch at The Knowledge Hub is final.

### 3.11 **Change of Course**

Internal course transfers may take place on completion of a course stage, or within two weeks of the start date of the course stage being transferred to All changes of course and/or named award require the prior approval of the appropriate Course Director, and in the case of students who require a visa to study in their chosen location, must be allowed within the terms of a student's visa.

### 3.12 **Withdrawal/Transfer from a Module**

- a) Students may transfer to another available module or withdraw from a module within two weeks of the start date of the semester/block in which the module is being delivered, subject to the approval of the receiving Module Leader, which must be obtained in advance through the notified procedure. Any marks attained prior to the withdrawal will stand.
- b) A student who has not formally withdrawn from a module by the specified deadline but who does not attend the examinations or submit the required coursework by the final deadline shall be recorded as "Absent". The attempt shall count as a failure and shall be recorded on official documentation.

### 3.13 **Mandatory Attendance Requirements**

For some courses attendance at all or part of a course may be an essential requirement to pass the course, over and above the University's attendance expectations. In such cases, this must be expressly specified in the course specification documentation. In such circumstances, recovery from failure may require repeat reassessments (in place of resits) at a future offering.

## 4 Assessment

- 4.1 Centrally organised assessments will be held in a designated week in each semester: such assessments will be of 2 hours duration, and students may sit no more than two of these assessments in a day.
- 4.2 Assessment credits may align to the module in whole or in part. Where assessment credit in a module is less than the module credit, the difference shall be made up by course assessment credit. However, there can be no more than 60 credits-worth of assessment in any semester, and 180 in any course stage.
- 4.3 All courses leading to a Coventry University award under this Framework must align to the Assessment Guidelines and Strategy to avoid over-assessment and bunching of assessments.
- 4.4 The Assessment Framework is as follows:

<b>ASSESSMENT Credit / Definition</b>	<b>Permitted credit components</b>	<b>Pass mark</b>	<b>Weighting</b>	<b>Reassessment</b>
CORE COMPONENT(S) <i>Core competencies/ skills</i>	1, 2, 3, 4, 5, 6, 7, 8, 9, 10	Pass threshold	P/F only	Defined number of attempts (minimum of two) to meet pass threshold or improve outcome up to determined closing date within the semester in which the module is delivered. The overall result is P/F for module mark purposes. Should the pass threshold not be met by the determined closing date, the student may resit the component at the next available opportunity (see Regulation 5).
APPLIED-CORE COMPONENT(S) <i>Applied knowledge Course-crossing</i>	5, 10, 15, 20, , 30, 40, 50, 60	40%	Up to 100%	Three attempts only. These assessments cannot be resat to improve a pass mark (see Regulation 6)

- 4.5 A student shall be deemed to have passed a module on obtaining the minimum pass mark for the components allocated to that module, subject to any criteria notified as to how the mark is to be calculated (e.g. by specifying the relative weighting of any components).
- 4.6 No module with assessment credits can be comprised solely of core components, except where there are professional body requirements. Where the module has applied-core components only, or a combination of applied-core and core assessments, the module pass mark shall be 40%. No compensation between components is permitted. Marks between 39.5 and 40 inclusive shall be regarded as 40% for these purposes.
- 4.7 A student who, whilst registered on a course at the Coventry University Branch at The Knowledge Hub, is required or permitted to take other supporting modules not directly contributing to that course may not use those modules towards a concurrent or retrospective eligibility for another Coventry University award. This does not preclude the student from using these modules subsequently for recognition of prior learning (RPL) as part of an application to another course.
- 4.8 Modules passed as part of one Coventry University award may not be used as credits towards another Coventry University award at the same level. Modules passed on one course may not be taken again as part of a further course. A Coventry University award cannot be used to gain entry with advanced standing to more than one Coventry University award. Modules cannot be used in more than one course for the calculation of Merit or Distinction.
- 4.9 The scope of discretion available to Programme Assessment Boards is set out in Coventry University Academic Regulation 5.2.9.
- 4.10 Students who fail to submit work for assessment or attend assessments shall be deemed to have been absent from the assessments concerned and to have failed them accordingly.

- 4.11 When a candidate cannot, through disability, be fairly assessed by the methods prescribed for the module concerned, the Subject Assessment Board may agree to vary those as deemed appropriate, bearing in mind the intended learning outcomes of the module and the need to assess each candidate on equal terms with other candidates. In addition, special arrangements can be made via the Coventry University Branch at The Knowledge Hub for individual examination arrangement under which formal written examinations may be undertaken. In determining the nature of any variation in methods of assessments, full account must be taken of Coventry University's policies in respect of students with disabilities.

## **5 Reassessment by Resit for Core Components**

- 5.1 A student shall be reassessed by resit without re-registration in any failed core component at the next available opportunity. Reassessment by such resits must be carried out by the same assessment methodology as in the first attempt.
- 5.2 The component shall be regarded as a Pass or Fail.
- 5.3 The module mark of any module with a core component failed at the first attempt and passed at a resit attempt shall be capped at 40%. Any reassessment shall not be considered as deferred unless the student makes a submission under the extenuating circumstances procedure notified.
- 5.4 The maximum number of attempts allowed shall be three. Where specified by a Professional, Statutory or Regulatory Body, the maximum number of attempts allowed may be set at two. In such cases, this must be specified clearly in the course documentation. Under no circumstances may the number of attempts be lower than two.

## **6 Reassessment by Resit for Applied-Core Components**

- 6.1 A student shall be reassessed by resit without re-registration in any failed applied-core component at the next available opportunity. Reassessment by such resits shall normally be carried out by the same combination of written examination, coursework etc. as in the first attempt. Should the student have failed to achieve the pass mark following this second attempt, they may resit the assessment on one further occasion only.
- 6.2 The module mark of any module failed at the first attempt and passed at a resit attempt shall be capped at 40%. Any reassessment shall not be considered as deferred unless a student makes a submission under the extenuating circumstances procedure notified.
- 6.3 Students may not resit an applied-core component to improve marks where the assessment has previously been passed.
- 6.4 The maximum number of attempts allowed shall be three. Where specified by a Professional, Statutory or Regulatory Body, the maximum number of attempts allowed may be set at two. In such cases, this must be specified clearly in the course documentation. Under no circumstances may the number of attempts be lower than two.
- 6.5 A student shall not be permitted to be reassessed in any module that has been condoned (see 6.6).
- 6.6 A module failed at the final attempt may be assigned as condoned and receive full credit at the discretion of the Progression and Awards Board subject to the following limitations:
- a) the student shall have attained a minimum overall module mark of 35%. Marks between 34.5 and 35 inclusive shall be regarded as 35% for this purpose;
  - b) up to two modules may be condoned at level 6 or 7, to a maximum of 30 credits in total;

- c) condonement is not permitted to allow a student to achieve a Postgraduate Certificate or Postgraduate Diploma.
- d) the following types of modules may not be condoned: modules required for professional accreditation, with the exception of the 10 credit CMI module; modules with a value over 30 credits and any modules specified within the Course Specification as ineligible for condonement;
- e) a student who has received recognised prior learning for any module(s) shall not be eligible for condonement;
- f) the research methods module is not eligible for condonement;
- g) condoned modules may not be used as RPL;
- h) condoned modules may not be reassessed in any way;
- i) modules for a top-up stage on any course, cannot be condoned;
- j) any modules failed due to academic misconduct, cannot be condoned;
- k) condoned modules may not be raised to a pass.

6.7 Exceptionally, should a student have failed only one condonable module at the (first or second attempt), the Progression and Award Board may condone that module without requiring the student to take a further attempt.

#### 6.7 **Continuation pending results**

Where a student commences studying modules before having received the confirmed results from the previous semester/block/academic year, this continuation/progression is deemed to be provisional until the results have been confirmed by the Programme Assessment Board. If the Programme Assessment Board determines that a student's course has been terminated, the student will be required to cease studying with immediate effect. If the Programme Assessment Board determines that a student may not progress to the next stage of the course, the stage on which a student is enrolled must be amended with immediate effect.

## **7 Deferrals for extenuating circumstances**

7.1 Students who submit work for assessment or who sign the examinations attendance slip are declaring themselves fit to be assessed and no subsequent claim for extenuating circumstances shall normally be accepted.

7.2 Any student has the right to draw the attention of the Coventry University Branch at The Knowledge Hub to personal extenuating circumstances which seriously impair their ability to undertake an assessment, and to request deferral of the assessment. Requests for deferral on grounds of extenuating circumstances may only be made in advance of the submission/assessment date using the procedure notified, and must be accompanied by verifiable and current third party evidence.

7.3 Deferred first assessments shall be treated as a first attempt.

7.4 A student can only be granted a deferral without re-registration for a maximum period of 24 months, after which time, further deferrals can only be granted on the basis of registering on the current version of the module with attendance.

7.5 The deferral procedure is not an appropriate measure in respect of permanent or long-term conditions or situations. Students experiencing special long term difficulties arising from changes in their personal, medical or work circumstances may apply to temporarily withdraw. The period of withdrawal shall be included within the maximum registration period for the award. A student returning from a period of interruption of studies shall be subject to the Regulations that apply to the cohort being joined. Marks obtained up to the point of interruption shall stand.

7.6 Work for assessment submitted after the notified deadline shall be awarded a mark of 0% or a fail grade as appropriate.

## 8 Awards

- 8.1 A student who obtains 60 credits at level 7, including RPL (see Regulation 3.2), within the terms of an approved course shall be eligible for the award of Coventry University's Postgraduate Certificate (or equivalent award). A student who does not meet the requirements of the named award, but who meets the credit criteria for a Postgraduate Certificate may be awarded an unnamed Postgraduate Certificate.
- 8.2 A student who obtains 120 credits at level 7 including RPL (see Regulation 3.2), within the terms of an approved course shall be eligible for the award of Coventry University's Postgraduate Diploma (or equivalent award). A student who does not meet the requirements of the named award, but who meets the credit criteria for a Postgraduate Diploma, may be awarded an unnamed Postgraduate Diploma.
- 8.3 A student who obtains 180 credits at level 7, including RPL (see Regulation 3.2), within the terms of an approved course including the required Masters project module, shall be awarded a Masters degree.
- 8.4 Students undertaking dedicated part-time/continuing professional development courses may be studying on a credit accumulation basis and will be awarded any interim qualification for which they become eligible at the time of eligibility, as approved under Coventry University's course approval process.

## 9 Merit and Distinction

- 9.1 Awards for a *Postgraduate Diploma or Postgraduate Certificate* (or equivalent) may be made with Distinction or with Merit under the following circumstances, subject to Regulation 10:
- a student who achieves an average of at least 70% in the 90 credits worth of level 7 modules with the highest marks shall be eligible for a Postgraduate Diploma with Distinction;
  - a student who achieves an average of at least 70% in the 50 credits worth of level 7 modules with the highest marks shall be eligible for a Postgraduate Certificate with Distinction;
  - where the recognition of prior learning (both certificated and uncertificated) under Regulation 3.1 contributes to a Postgraduate Diploma, an average of at least 70% shall be required in the modules with the highest marks assessed by Coventry University which provide a total of 90 credits at level 7 or the average of the total credits assessed by Coventry University, if this is less than 90 credits;
  - where the recognition of prior learning (both certificated and uncertificated) under Regulation 3.1 contributes to a Postgraduate Certificate, an average of at least 70% shall be required in the modules with the highest marks assessed by Coventry University which provide a total of 50 credits at level 7 or the average of the total credits assessed by Coventry University, if this is less than 50 credits;
  - a student who achieves an average of at least 60% but less than 70% under the above calculation shall be eligible for an award with Merit;
  - unless explicitly approved by the Chair of Coventry University Academic Board as an exception to the above provisions, all Postgraduate Diplomas and Postgraduate Certificates are available with both Distinction and Merit.
- 9.2 Awards for *Taught Masters* programmes may be made with Distinction or with Merit under the following circumstance, subject to Regulations 10 and 9.2 d).
- a student who achieves an average of at least 70% in the 150 credits worth of level 7 modules with the highest marks taken in a Masters programme, shall be eligible for the award of a Masters degree with Distinction
  - a student who achieves an average of at least 60% but less than 70% under the above calculations shall be eligible for an award with Merit;

- c) where the recognition of prior learning (both certificated and uncertificated) under Regulation 3.2 contributes to this award, the average used shall be calculated with respect to the modules with the highest marks assessed by Coventry University which provide a total of 150 credits at level 7 (or the average of the total credits assessed by Coventry University if this is less than 150);
- d) unless explicitly approved by the Chair of Coventry University Academic Board as an exception to the above provisions all taught Masters programmes are available with both Distinction and Merit;

## **10 Modification of results**

Any entitlement to a Merit or Distinction may be set aside on the recommendation of a properly constituted panel set up by the Coventry University Branch at The Knowledge Hub to the Academic Registrar and Director of Registry Services following a case of cheating; the Panel may also, in such circumstances recommend the failure of a student who has otherwise satisfied the conditions for the award concerned (see 2.5). A student penalised for cheating shall not have the right to be assessed or reassessed to improve their award.

## **11 Non-completion of awards and posthumous awards**

The provision for Aegrotat and posthumous awards are set out in Coventry University Academic Regulations 5.3 and 5.4 on Coventry University's Website. Any such requests must be passed to the Academic Registrar and Director of Registry Services at Coventry University for consideration.

## **12 Complaints, Appeals, Disciplinary Action**

- 12.1 All complaints, appeals and disciplinary proceedings will be managed under the Coventry University Branch at The Knowledge Hub's policies and procedures.
- 12.2 The Coventry University Branch at The Knowledge Hub will submit a summary of any complaints, appeals and disciplinary proceedings to Coventry University's Registrar (Collaborative Quality Unit) within thirty (30) days of receipt.
- 12.3 Students enrolled upon and studying on a course leading to an award from Coventry University may submit their complaint/appeal, including full supporting documentation, to the Academic Registrar and Director of Registry Services at Coventry University should they remain dissatisfied with the outcome within ten (10) days of completing the internal process. The Academic Registrar and Director of Registry Services (or nominee) shall consider the referred matter on the grounds of procedural irregularity only.
- 12.4 The Academic Registrar and Director of Registry Services shall endeavour to complete the review within thirty (30) days of receipt of the complaint/appeal. However, given the requirement to investigate the case thoroughly with the Coventry University Branch at The Knowledge Hub some additional time may be required, in which case the informant will be notified accordingly.
- 12.5 At the end of the Academic Registrar and Director of Registry Services' review, the student will receive a letter setting out the findings and outcome, and will additionally be issued with a Completion of Procedures letter to enable the student to take their complaint to the Office of the Independent Adjudicator for Higher Education.
- 12.6 The Office of the Independent Adjudicator for Higher Education ("OIA") operates an independent student complaints scheme pursuant to the Higher Education Act 2004. Students or former students may take their complaint relating to a final decision reached under the University's review and appeal process to the OIA once all internal processes have been exhausted. The OIA cannot look at complaints relating to matters of academic judgement. A "Completion of Procedures" letter will be issued from the office of Coventry University's Academic Registrar and Director of Registry Services when it has been determined that all internal processes have been completed. The OIA must receive a completed Scheme Application Form within twelve months of the date of Completion of Procedures Letter.

### 13 **Coventry University's Academic Regulations**

Coventry University's full Academic Regulations for the assessment of students, quality assurance etc. can be viewed on [www.coventry.ac.uk](http://www.coventry.ac.uk).

### 14 **External Examiners**

14.1 The Academic Regulations concerning the appointment and roles of responsibilities of External Examiners may be found on Coventry University's website.

14.2 The External Examiners appointed by Coventry University for courses leading to their named postgraduate award are as follows:

<i>Name</i>	<i>Home Institution</i>	<i>Course Responsibilities</i>
Tbc	Tbc	tbc

Their reports can be viewed at the Coventry University Branch at The Knowledge Hub.

### 15 **The Coventry University Branch at The Knowledge Hub's General Regulations**

Students enrolled on a course leading to a Coventry University award at the Coventry University Branch at The Knowledge Hub are expected to comply with the Coventry University Branch at The Knowledge Hub's Regulations that are not specific to this academic course, specifically those that relate to attendance, behaviour, plagiarism etc. These Regulations can be found at the Coventry University Branch at The Knowledge Hub.

Approved by Coventry University Academic Board on 30<sup>th</sup> August 2024