



Document title: Student Groups Policy - September 2021

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Office/department responsible: Registrar, HoS and Faculty Support

Approved by: Prof. Mahmoud Allam, President of The Knowledge Hub Universities

TKH Student Group Policy

Policy Statement/Purpose

This policy details the requirements when students are allocated into groups as part of their classes. It also explains who considers a student request to change group.

Who Needs to Know This Policy

All academic staff

Contacts

Responsible University Office: Registry

If you have any questions on the policy, please send an email to: registrar@tkh.edu.eg

Policy Guideline

Students studying a module are often split into groups and the module is taught several times. This enables students to be taught in a suitable size and to comply with our guidelines on the maximum class size. It is also desired that students are also mixed to enhance their group working skills and to simulate the environment they will encounter during their working life. We are not encouraging family members to be automatically in the same group or to meet travel conveniences of the students.

The responsibility for ensuring students are in the correct groups rests as they desire with the academic staff who teach the modules. The registry will produce the schedule for each semester and enter this onto the SIS. The registry will split up the students required to study a module into the number of groups as requested by the academic staff. Without further instructions registry will treat each student individually and they will be placed them in a group randomly. In some circumstances a module leader may present the students they would like scheduled in each group before the scheduling work commences and in such cases registry will endeavor to meet this requirement.



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Once the schedule has been produced the default condition is that students cannot change group and requests will be refused. The only exceptions are:

1. Where we wish to support the adjustments required for disabled students and registry would try to match a request where it has been supported by evidence from Student Life.
2. In exceptional circumstances the Course Leader can change a student's group for example because of a disciplinary matter. In such circumstances the Course Leader will inform registry of the student's name, group they are leaving and the group they should join. This will enable the student's schedule to be updated.
3. Any students visiting registry requesting to change group will be informed that changes are only authorized by the Course Leader for exceptional reasons. Registry will be informed of the need to change a student group by email from the Course Leader. Changes will take place as soon as possible but there may be a week's delay in updating the group's schedule.

Origination Date: September 2021

Next Review Date: September 2022

*****Disclaimer:** The Knowledge Hub Universities reviews the policies on regular basis if needed for work flow and business purposes.