
Document title: TKH General Regulations Policy

Document version number: V.1

Office/department responsible: Registry Department

Approved by: Dr. Mahmoud Allam – President of The Knowledge Hub Universities

1.1 General Statement

Students are required to abide by all The Knowledge Hub (TKH) and Coventry University Branch at The Knowledge Hub (CUB-at-TKH) policies, regulations, procedures and codes of practice. For avoidance of doubt, these are applicable and enforceable in their entirety for all students who are fit to study. All students agree to abide by these General Regulations on completion of enrolment.

1.2 Disclosure of information

Where documentary information is presented by a student for the purposes of any TKH or CUB-at-TKH procedure (e.g. third-party evidence for a deferral), if the original document is not in English or Arabic, it must be accompanied by a certified translation document. It is the student's responsibility to provide this, not that of the TKH nor CUB-at-TKH.

1.3 Failure to disclose all relevant information

A student may have his/her enrolment terminated and/or have his/her award(s) revoked if it is discovered that he/she has failed to disclose all relevant information when applying to CUB-at-TKH, or if evidence of qualifications or other evidence cannot be provided or has made false statements or other misrepresentations when applying. All credit gained during the period of enrolment will be nullified. There is no appeal against an admissions decision.

1.4 Fees payment

All fees and other charges (for example, for items such as field trips, photocopying, printing (including computer printouts), inter-library loans, remote computer access, copies of certificates, study packs, materials for art and design used to create artefacts which students are allowed to keep, special clothing which students need but which is retained by them, replacement of lost items such as ID cards, re-assessment, use of leisure/recreational facilities, registration with professional bodies), incurred as a CUB-at-TKH student are the responsibility of the student. Students who are sponsored by a third-party are liable for all fees and other charges in the event that their sponsor defaults. Non-payment of fees incurred by a student may result in the termination of their course. Fees may be paid in instalments in accordance with such provisions as are notified to students.

1.5 Discharging financial obligations

In the following contexts, debts to academic partner are deemed debts to TKH.

- 1.5.1 Tuition fees become due on enrolment. The President of TKH will normally take steps to exclude any student failing to pay fees by specified dates. Students will not be permitted to progress to the next stage of the course, nor to enrol on another course, while previous debts to TKH remain outstanding.
 - 1.5.2 Students are required to settle all outstanding obligations to TKH before leaving at the conclusion of their courses. Where such obligations remain to be met, the President of TKH has the right to defer the conferment of a Coventry University award, or in the case of other awards to request the award-making body to defer the award, until such time as all outstanding requirements of TKH (which may include payment of financial debts) have been satisfactorily completed.
-

1.6 Cancellation of classes

The President of TKH has authority to discontinue any classes if, in his/her opinion, circumstances justify such cancellation. Such cases may include a shortage of staff or low student numbers.

1.7 Attendance

Students are expected to attend the classes for which they are enrolled punctually and regularly, and it is their personal responsibility to ensure that they do so. Students must meet all attendance requirements as specified for individual modules or as specified for their course overall in the programme specification. International students are required to meet the requirements of their student visa sponsorship with the CU-at-TKH as their sponsor. Students should note that certain external agencies have the right to request information on their attendance (e.g. student loans companies, sponsoring bodies, professional bodies, concerned governmental authorities).

- 1.7.1 Monitoring of attendance may take place at any point during a student's enrolment and the use of academic facilities (e.g. the Library, Moodle) may also be monitored for this purpose.
 - 1.7.2 All students must report their absence to the Registrar (or nominee).
-

1.8 Progress on course

Progress onto a higher stage of a course is dependent upon:

- 1.8.1 fulfilling the conditions laid down by procedures authorised by the Academic Board of Coventry University, and/or by external examining and validating bodies, together with such other Academic Regulations as may have been decided, all of which are available on TKH website for consultation by students;
- 1.8.2 satisfying all relevant course regulations - see the programme specification for your particular course at <https://tkh.edu.eg/schools/>
- 1.8.3 satisfying all relevant engagement and attendance requirements.

Students failing to meet the relevant academic requirements will be required to leave their course.

1.9 Change of contact details

All students are required to inform TKH immediately of any change of permanent or temporary contact details via the TKH Student Information System. Students who cannot access this facility must notify the TKH Registrar in writing of any changes. Any notice or correspondence sent to a postal or email address held by TKH as the student's address will be deemed to have been received by the student.

1.10 Change of name

In their own interests, students must inform the TKH Registry immediately, in writing, of any change of name, with documentary evidence. Degree certificates are legal documents therefore legal proof of a change of name is required before the date of the final Programme Assessment Board in order to issue the correct degree certificate. No changes will be made to issued certificates in a name different from the name with which the student was originally awarded with the following exceptions – gender reassignment and witness protection. In both cases, documentary evidence will need to be supplied and the original certificate must be returned.

1.11 Notification of absence

Students must inform TKH Registrar (or nominee) if they are absent through sickness or other reason. All international students must conform to the requirements in line with their visa requirements (see 1.7 above).

1.12 Withdrawal

If students withdraw from a course, they must inform TKH and CUB-at-TKH immediately through the procedure notified and complete a withdrawal form. Any entitlement to refund of fees will be as stated in the TKH Refund Policy in place at the time. TKH and the CUB-at-TKH reserves the right to require a student to withdraw on the grounds of academic failure or where the student has not fully engaged with the course or not complied with their financial commitment to TKH. Examples (not exhaustive) 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 TKH and CUB-at-TKH to explain such non-attendance.

1.13 Confidential information

During your period as a student at CUB-at-TKH, you may come into contact with confidential information (for example, as a student representative on Course Committees or other Committees). Any unauthorised disclosure of confidential information will be deemed a breach of the Code of Conduct for which the disciplinary procedures may be invoked.

1.14 Ownership of Intellectual Property Rights

During your period as a student of CUB-at-TKH, it is possible that you may generate work via, for example, a report, project, dissertation or thesis which may require protection by a Patent, Trademark, Registered Design or other form of protection. This work is known as Intellectual Property (IP). Although you are the creator or inventor of this IP, you may not necessarily be the owner. TKH and CUB-at-TKH policy regarding ownership and exploitation of student intellectual property can be found <https://tkh.edu.eg/policies/>

1.15 TKH and CUB-at-TKH Liability

- 1.15.1 TKH and CUB-at-TKH shall not be liable to students or be deemed to be in breach of contract by reason of any delay in performing, or any failure to perform, any of TKH and CUB-at-TKH’s obligations in relation to the provision of courses and related services, if the delay or failure was due to any cause beyond TKH or CUB-at-TKH reasonable control.
- 1.15.2 Without prejudice to 1.15.1, the following shall be regarded as causes beyond TKH and CUB-at-TKH’s reasonable control:
- a) act of God, explosion, flood, tempest, fire or accident;
 - b) war or threat of war, sabotage, insurrection, civil disturbance or requisition;
 - c) acts, restrictions, regulations, bye-laws, prohibitions or measures of any kind on the part of any governmental, parliamentary or local authority;
 - d) import or export regulations or embargos;
 - e) strikes, lock-outs or other industrial actions or trade disputes (whether involving employees of TKH or of a third party);
 - f) difficulties in recruiting staff with appropriate specific expertise;
 - g) difficulties in obtaining fuel, parts or machinery, equipment;
 - h) power failure or breakdown in machinery, I.T. or other equipment;
 - i) closure for epidemics, pandemics and other public health reasons.

Origination Date: February 2020

Review Date: September 2020

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

Version Log	Date	Signature of the President of TKH
Version 1 (V.1)		