

DISSERTATION, PROJECT AND THESIS GUIDANCE

Coventry University Branch at The Knowledge Hub Universities

Policy Title	Dissertation, Project and Thesis Guidance Policy
Institution	Coventry University Branch in Egypt, hosted by The Knowledge Hub Universities (CU-TKH)
Responsible University Offices	Office of the President / Registrar / Heads of Schools / Academic Board
Policy Owner	President
Applies To	All enrolled students – Undergraduate and Postgraduate
Version	1.1
Date Approved	September 2026
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Related Policies	Academic Integrity and the Use of AI Tools Policy; AI Guide for Educators; Academic Misconduct Policy; Academic Misconduct (Meeting) Guidelines; Student Code of Conduct Policy; Academic Appeals Policy; Assessment Regulations; Research Ethics Procedures; Mitigating Circumstances Procedures; Disability Support Policy; Intellectual Property Policy; Data Protection Requirements; Student Declaration Form for AI Use

I. Purpose

This Policy establishes the academic, ethical, administrative, and quality assurance requirements governing dissertations, projects, theses, capstone projects, and all other independent research components undertaken by Undergraduate (UG) and Postgraduate (PG) students enrolled at the Coventry University Branch in Egypt, hosted by The Knowledge Hub Universities (CU-TKH).

All activities undertaken under this Policy must comply with:

- Coventry University Academic Regulations and the applicable UG and PG Academic Regulations;
- Applicable UK higher education quality assurance expectations;
- Relevant Egyptian laws and regulations;

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- University policies on academic integrity, the use of AI tools, ethics, assessment, data protection, and student conduct.

II. Scope

This Policy applies to all students enrolled on modules that include an independent research component, including:

- Undergraduate dissertation and final-year project modules;
- Postgraduate dissertations and master's theses;
- Capstone, industry-based, or research projects carrying academic credit.

Where programme-specific requirements differ from this Policy, the programme specification takes precedence, subject to University Regulations.

III. Definitions

The Knowledge Hub Universities (TKH): It is an educational institution established according to the Presidential Degree No. 423 of 2019.

Coventry University Branch in Egypt is an international branch campus of Coventry University, established within The Knowledge Hub Universities in the New Administrative Capital, Arab Republic of Egypt. The branch operates in accordance with the Egyptian legal framework governing international branch campuses and delivers academic programmes leading to degrees awarded by Coventry University (United Kingdom).

The Knowledge Hub Universities ("TKH") provides the local premises, facilities and administrative support for Coventry University's Branch in Egypt. Coventry University's Branch in Egypt is responsible for the academic delivery, academic standards and academic governance of the Coventry University programmes delivered at the Branch.

Independent Research Component: A dissertation, thesis, project, capstone, or other credit-bearing module that requires independent investigation and scholarship.

Supervisor: The approved academic member responsible for guiding a student through their independent research component.

School Academic Misconduct Committee (SAMC): The committee responsible for considering allegations of academic misconduct, as set out in the Academic Misconduct Policy and the Academic Misconduct (Meeting) Guidelines.

IV. Guiding Principles

Students undertaking independent research are expected to demonstrate:

- Independent learning and intellectual curiosity;
- Critical analysis, synthesis, and evaluation;
- Research competence appropriate to their level of study;
- Ethical conduct and professional behaviour throughout;
- Academic integrity and the responsible, declared use of Artificial Intelligence (AI) tools.

V. Student Responsibilities

Students are the primary owners of their research and are responsible for:

- Taking ownership of their academic progress and the quality of their submitted work;
- Attending all scheduled supervision meetings and engaging constructively with feedback;
- Meeting all published milestones, submission deadlines, and word limits;
- Obtaining all required ethical approvals before commencing any research activity;
- Maintaining accurate, organised, and retrievable research records;
- Ensuring all submitted work is their own original work, properly attributed;
- Completing and submitting the Student Declaration Form for AI Use, and complying with all academic integrity and data protection requirements.

VI. Supervision Arrangements

Allocation

Each student shall be allocated an approved academic supervisor. Where possible, supervisors will be matched to the student's area of research. Students may not commence substantive research before a supervisor is formally confirmed. Supervision entitlements are set out in the applicable Academic Regulations.

Supervisor Role

The supervisor shall:

- Provide academic guidance on research design, methodology, and literature;
- Monitor progress and provide formative feedback within approved limits;
- Direct students to appropriate academic support resources;
- Escalate concerns regarding student welfare or academic conduct where necessary.

Student Ownership

Responsibility for the quality, originality, accuracy, and timely submission of the work rests solely with the student. Supervisor guidance does not diminish this responsibility.

VII. Research Ethics

Formal ethical approval must be obtained through the University's research ethics approval process, in accordance with the Research Ethics Procedures, before commencing any research that involves:

- Human participants (including interviews, surveys, focus groups, or observations);
- Personal, sensitive, or confidential data;
- External organisations or third-party data systems;
- Laboratory experimentation requiring safety or ethical clearance.

Research activities may not commence until written approval has been granted. Failure to obtain approval may result in academic penalties and/or disciplinary action. Students must retain evidence of approval and include it as an appendix to the final submission.

VIII. Use of Artificial Intelligence Tools

Students may use AI tools only in accordance with the Academic Integrity and the Use of AI Tools Policy and the AI Guide for Educators. Permitted and prohibited uses are specified at module level by the Module Leader through the Assignment Brief, which takes precedence in all cases.

Where AI use is permitted and used, students must:

- Complete and submit the Student Declaration Form for AI Use at the point of submission, disclosing the tool(s) used, the nature and extent of use, and the prompts or instructions given;
- Acknowledge, describe, and reference AI use at each relevant step of the work;
- Verify the accuracy of all AI-generated content before incorporating it; and
- Ensure that the final submitted work reflects their own intellectual engagement, critical analysis, and understanding.

AI-generated content may not be submitted as the student's own original work. For Level 6 graduation dissertations and Master's theses, students must additionally complete the Plagiarism and AI Use declaration accompanying their submission. Non-compliance constitutes academic misconduct and will be investigated by the School Academic Misconduct Committee (SAMC) in accordance with the Academic Misconduct Policy and the Academic Misconduct (Meeting) Guidelines.

IX. Data Protection, Confidentiality and Information Security

Students shall:

- Collect, store, and process personal data in accordance with applicable data protection legislation and the University's Data Protection Requirements;
- Protect the confidentiality of research participants and third-party information;
- Refrain from entering personal data, identifying details, or third-party confidential information into AI tools, in order to avoid unauthorised disclosure or the training of such tools on the data;
- Use research data solely for the approved academic purpose;
- Retain and dispose of research data in accordance with University retention schedules.

Data breaches or unauthorised disclosures must be reported immediately to the supervising academic and the relevant University contact.

X. Submission Requirements

Students must comply with all submission requirements, including:

- Submission by the published deadline via the University's approved systems (normally Moodle and Turnitin);
- Adherence to prescribed formatting, structure, and word-limit requirements;
- Correct and complete referencing in the referencing style required by the programme (APA, unless the programme specification states otherwise);

- Inclusion of all required declarations – including the signed Student Declaration Form for AI Use and, where applicable, the Plagiarism and AI Use declaration – together with ethics documentation and appendices.

Late submissions will be managed in accordance with the University's Assessment Regulations. Students experiencing difficulties meeting deadlines must engage the Extensions, Deferrals, and Mitigating Circumstances process before the deadline where possible.

XI. Assessment

Dissertations, projects, and theses are assessed against approved module learning outcomes and marking rubrics. The following assessment methods may apply across UG and PG levels:

Method	UG	PG
Written Dissertation / Thesis	Yes	Yes
Project / Technical Report	Yes	Yes
Viva Voce Examination	Optional	Yes
Presentation / Demonstration	Yes	Yes
Portfolio / Poster	Yes	Optional

All assessments are subject to internal moderation and, where applicable, external examiner review. Results remain provisional until ratified by the Module Assessment Panel (MAP) and the Programme Assessment Board (PAB) and are released through the Student Online Academic Record (SOLAR) system. Where reassessment is permitted, students are allowed a maximum of three attempts, and a module passed following reassessment is capped in accordance with the applicable Academic Regulations and the Student Handbook.

XII. Extensions, Deferrals and Mitigating Circumstances

Requests for extensions, deferrals, or consideration of mitigating circumstances will be considered only through the University's approved procedures, as set out in the Assessment Extensions and Deferrals Policy and the Mitigating Circumstances Procedures. In line with these procedures, a student may request:

- A single extension to a submission deadline of up to five (5) working days; a longer extension is not permitted; or
- A deferred attempt at the assessment, to take place at the next available assessment period, where an extension would not be sufficient.

Requests must be submitted before the deadline where possible; retrospective requests will not normally be considered. Each request must be supported by documentary evidence that is directly relevant, from an official third-party source, and written in English or accompanied by a certified translation. Decisions are made by Registry and/or the relevant Assessment Board.

XIII. Academic Misconduct

Academic integrity requirements for independent research are governed by the Academic Integrity and the Use of AI Tools Policy. The following constitute academic misconduct and may result in module failure, programme suspension, or exclusion:

Type of Misconduct	Examples
Plagiarism	Unattributed use of another's work; copying or paraphrasing without acknowledgement
Contract Cheating	Submission of third-party or commissioned written work
Unauthorised AI Use	AI-generated content submitted as the student's own work; undisclosed AI use
Data Fabrication / Falsification	Invention or manipulation of research data or results
Collusion	Unauthorised collaboration on individual assessments
Misrepresentation	Selective omission of adverse findings; false citations
Impersonation	Sitting an assessment in place of another, or arranging for someone to do so

Suspected cases are reported to the Registry Office and the Head of School and referred to the School Academic Misconduct Committee (SAMC), which investigates under the Academic Misconduct Policy and the Academic Misconduct (Meeting) Guidelines. Where misconduct cannot be established on the evidence, the student may be required to undertake a viva to demonstrate authorship and achievement of the module learning outcomes. A student may appeal the SAMC's decision within five (5) working days, in accordance with the Academic Misconduct Policy; a student found guilty of, or who admits, cheating or malpractice has no right of appeal against the resulting failure recorded in the assessment. Appeals against an Assessment Board (Progression and Awards Board) decision follow the Procedures for Reviewing Award Decisions and Considering Appeals, which require a review or appeal to be requested within ten (10) working days of the confirmed result; once the University's internal procedures are exhausted, the matter may be referred to the Office of the Independent Adjudicator (OIA). Students are encouraged to seek guidance before submission if uncertain about permissible practices.

XIV. Intellectual Property

Intellectual property (IP) arising from dissertations and projects is governed by the University's Intellectual Property Policy, applicable sponsorship or research contracts, and relevant legislation. Where IP is developed with material input from academic staff, university resources, or as part of a collective project, it belongs to TKH and Coventry University jointly, as set out in that Policy. Where research is undertaken in partnership with an external organisation, IP ownership arrangements must be agreed in writing before the project commences. Students should seek advice from their supervisor if uncertainty arises.

XV. Related Policies and Procedures

This Policy should be read alongside:

- Academic Integrity and the Use of AI Tools Policy and the AI Guide for Educators;
- Academic Misconduct Policy and Academic Misconduct (Meeting) Guidelines;
- Student Code of Conduct Policy and the Procedures for Reviewing Award Decisions and Considering Appeals;
- Assessment Regulations and the applicable UG / PG Academic Regulations;
- Research Ethics Procedures;
- Assessment Extensions and Deferrals Policy and Mitigating Circumstances Procedures;
- Disability Support Policy;
- Intellectual Property Policy and Data Protection Requirements;
- Student Declaration Form for AI Use.

XVI. Amendment and Prevailing Version of Policies

The University reserves the right, at its sole discretion and at any time, to amend, modify, update, replace, or withdraw this Policy, in whole or in part. All students are responsible for regularly reviewing the most current version, as published through the Institution's official channels. Any amended version shall take effect from the date of its issuance or publication unless expressly stated otherwise, shall apply to all students, and shall supersede and prevail over any previous versions relating to the same subject matter.