Regulations for the delivery of Coventry University Undergraduate awards at the Coventry University Branch at The Knowledge Hub, Egypt (Mode E)

1 Introduction

1.1 These Regulations apply to students who enrol on the Course-Based Undergraduate Curriculum Framework taught within the semester model and leading to a Coventry University undergraduate award at the Coventry University Branch at The Knowledge Hub from September 2026 onwards. These Regulations must be referenced in all course definitive documentation, together with any specific requirements in respect of particular named awards or as otherwise required.

1.2 The medium of instruction for Coventry University undergraduate 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 Undergraduate credit framework

2.1 All courses leading to the award of a degree shall be named and all shall be designed on a framework of 120 credits per full-time stage and level, with a maximum of 60 credits delivered per semester.

2.2 Each credit shall represent 10 hours of notional total student effort.

2.3 Each course will be designed using teaching units defined as modules. Modules can be delivered in 0, 10, 20, 30, 40, 50 and 60 credit units only.

2.4 Each module shall be assigned a single designated level (as mapped against the appropriate EWNI credit level descriptor):

a) Level 3 corresponds to pre-first year UK honours degree level.

b) Level 4 corresponds to the first year of a UK three year full-time honours degree.

c) Level 5 corresponds to the second year of a UK three year full-time honours degree.

d) Level 6 corresponds to the final year of a UK three year full-time honours degree.

2.5 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 attendance on an Internship, 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, 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.

2.6 Courses shall be designed on a predominantly mandatory module basis with no options permitted at levels 3 and 4. At level 5 one option may be selected from a maximum of three; at level 6 three options may be selected from a maximum of six.2.7 .

2.7 A scheme of staged awards shall be available, subject to the standards of Coventry University's awards concerned having been reached (10.8 – 10.10 refers).

2.8 Each assessment credit value shall be divided in half to determine its European Credit Transfer (ECT) rating.

3 Admission

All courses shall normally provide for entry at various levels with the maximum valid credit being given for appropriate prior knowledge and skills and previous learning, subject to Coventry University's general requirements (see Coventry University's Academic Regulations Section 4.1). However, for each award there is a minimum requirement for which neither general nor specific credit shall be given (see 10.6). Credit shall not be given for more than two-thirds of an overall programme, or three years in the case of a full-time four-year course.

4 Enrolment and registration

4.1 General

Students are required to enrol at the Coventry University Branch at The Knowledge Hub and register for a course in accordance with the arrangements notified by the institution. In cases where the course duration is longer than a single enrolment period, students 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. All module choices are subject to timetable and resource constraints. Coventry University and the Coventry University Branch at the Knowledge Hub reserve 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 University deadline notified. Under such circumstances, the applicants involved shall be informed and provided with other options in a timely manner. Students on closing courses will be able to complete their studies.

4.2 Academic Year

A 'standard academic year' normally starts in September. It should be noted that, for students who enrol in the spring semester, their academic year starts from the month in which the student enrolled.

4.3 Mode of Attendance

a) A standard full-time student shall normally register for a maximum of 120 credits in an academic year including any repeat or deferred with attendance modules (repeat modules are only available for students with a mandatory attendance requirement). Repeat fees will be payable by those students who cannot resit but must repeat their assessments due to mandatory attendance requirements.

b) Any student registered for fewer than 100 credits in an academic year shall be eligible for certification as part-time; this excludes modules registered for deferred assessment, but includes modules being repeated (for modules with mandatory reassessment requirements only).

c) Any change in the mode of attendance from part-time to full-time or vice versa must be requested by the student at enrolment; the student must notify the Coventry University Branch at The Knowledge Hub of changes at other times. Changes shall normally only be effective from the following semester/academic year.

4.4 Temporary Withdrawal

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

4.5 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 the Coventry University Branch at The Knowledge Hub notifies Coventry University; retrospective withdrawal dates shall not be

accepted. It is the student's responsibility to inform the Coventry University Branch at The Knowledge Hub of the withdrawal through the procedure notified. 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 (see 4.8).

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 to the institution. 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 Coventry University Branch at The Knowledge Hub to explain such non-attendance, and not returning to study within the time allowed after a period of temporary withdrawal. Courses leading to professional registration may attract higher attendance and/or engagement thresholds.

c) Under section 4.4b), 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 to the Coventry University Branch at The Knowledge Hub, who must be satisfied that the conditions set out in 4.4c) are met. The student may be required to sign a learning agreement giving a written undertaking as to their future engagement. The decision of the Coventry University Branch at The Knowledge Hub is final.

d) The Coventry University Branch at The Knowledge Hub reserves the right to require a student to withdraw, where the student's adjustment needs cannot be met, as confirmed by a Reasonable Adjustments Panel. The decision of the Academic Registrar & Director of Registry Services (or nominee) is final.

4.6 **Internal Course Transfer**

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 outside of agreed subject groups require the prior approval of the appropriate Course Director at the Coventry University Branch at The Knowledge Hub and, in the case of students who require a visa to study in their chosen location, must be permitted within the terms of the student's visa.

4.7 **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 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 shall 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.

4.8 **Continuation or progression pending results**

Where a student commences studying on their course before having received the confirmed results from the previous stage, this continuation/progression is deemed to be provisional until the results have been confirmed by the Progression and Awards Board. If the Progression and Awards Board determines that a student's course has been terminated, the student will be required to cease studying with immediate effect. If the Progression and Awards 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.

4.9 **Duration of Registration**

a) The maximum duration of registration on any of Coventry University's undergraduate awards at the Coventry University Branch at The Knowledge Hub, including periods of suspension, temporary and complete withdrawal normally are as follows:

Duration of course (either Full-time or Part-time)	**Maximum period of registration**
1 year	2 years
2 years	4 years

3 years	6 years
4 years or above	8 years

b) Regulations for an individual course may not impose separate maximum lengths of duration of study, except where a Professional, Statutory or Regulatory 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.

c) 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 be required to transfer to another course for which their modules taken so far make them eligible, including transferring to a new curriculum.

d) 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 adhere to. 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 their visa.

A student entering the Coventry University Branch at The Knowledge Hub with advanced standing or who is given accreditation for prior learning shall have their maximum duration of registration adjusted accordingly.

e) Students may not register for more modules than are required for the award on which they are enrolled. Modules taken on other courses prior to transfer to the current course may be ignored for this purpose as long as they are not being used as credits (specific or general) on the current course.

f) Students who wish to re-join the Coventry University Branch at The Knowledge Hub following a period of approved temporary or complete withdrawal/ must apply to the Coventry University Branch at The Knowledge Hub. 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 temporary or complete withdrawal).

4.10 **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 Coventry University Branch at The Knowledge Hub'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.

4.11 **Placements/Study Abroad**

Students may undertake up to 12 months of placement or study abroad activity as part of their undergraduate degree course, unless stated otherwise in their Course Specification Document. Sandwich students or students on other placement or study abroad periods may not take modules or assessments for their course during their absence, other than modules/assessments associated with their placement or study abroad. Students cannot undertake a placement or study abroad after the completion of all of the taught components of the course. Credits associated with placements or study abroad may not exceed the total credit permitted for the award.

5 Progression

5.1 To progress from one stage of a course to a subsequent stage, whether by full-time or part-time study, a student must have achieved a pass or condoned fail in a minimum of 80 credits worth of modules required by the previous stage, which includes meeting any pre-requisite or any other requirement set out in the course definitive documentation.

5.2 Students who fail to attain sufficient modules to progress as set out in 5.1 above may at the discretion of the Progression and Awards Board:

a) be transferred onto a new course subject to eligibility and availability; or

b) proceed to further study at the same stage on a "mixed diet" of modules at different levels, where the student is attending deferred modules or there is a mandatory attendance requirement for the failed module(s); or

c) resit failed module(s) only, where pre-requisites prevent progression to the next stage; or

d) resit failed module(s) alongside some or all modules from the next stage, in which case the student shall remain on the lower stage of study until all failed modules are passed; or

e) be recommended to withdraw from the course; or

f) be withdrawn from their course due to academic failure; or

g) have their course terminated from the Group

Coventry University's Academic Regulations Section 4.1.4 states:
Any applicant who has previously been a student on a course leading to a Coventry University award and been terminated, expelled or forcibly withdrawn from a course is not eligible to apply as a student to any further course leading to a Coventry University award.

6 Assessment

6.1 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.

6.2 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 120 in any course stage.

6.3 All courses leading to a Coventry University award under this Framework must align to the Coventry University Assessment Guidelines and Strategy to avoid over-assessment and bunching of assessments.

6.4 The Assessment Framework is as follows:

ASSESSMENT Credit / Definition	**Permitted credit components**	**Pass mark**	**Weighting**	**Reassessment**
CORE COMPONENT(S) Core competencies/ skills	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 being 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 7).
APPLIED-CORE COMPONENT(S) Applied knowledge Course-crossing	5, 10, 15, 20, 30, 40, 50, 60	40%	Up to 100%	Three attempts only. These assessments cannot be resat (or repeated) to improve a pass mark (see 8.4).

6.5 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).

6.6 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%, unless otherwise specified in course definitive documentation. No compensation between components is permitted. Marks between 39.5 and 40 inclusive shall be regarded as 40% for these purposes.

6.7 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 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.

6.8 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 another Coventry University award. Modules cannot be used in more than one course for the calculation of an honours degree classification mark or for Merit or Distinction.

6.9 The scope of discretion available to Progression and Awards Boards is set out in Coventry University Academic Regulations 5.2.9.

6.10 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.

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

7 Reassessment by Resit for Core Components

7.1 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.

7.2 The component shall be regarded as a Pass or Fail.

7.3 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%, unless otherwise specified in course definitive documentation. Any reassessment shall not be considered as deferred unless the student makes a submission under the extenuating circumstances procedure notified.

7.4 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.

8 Reassessment by Resit for Applied-Core Components

8.1 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.

8.2 The module mark of any module failed at the first attempt and passed at a resit attempt shall be capped at 40%, unless otherwise specified in course definitive documentation. Any reassessment shall not be considered as deferred unless a student makes a submission under the extenuating circumstances procedure notified.

8.3 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.

8.4 Students may not resit a component to improve marks where the assessment has previously been passed.

8.5 A student shall not be permitted to be reassessed by resit in any module that has been condoned (see 8.6).

8.6 A module failed at resit 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 30%. Marks between 29.5 and 30 inclusive shall be regarded as 30% for this purpose;
b) no more than 20 credits may be condoned at each of levels 3, or 4, plus no more than 20 credits at levels 5/6 (or above) combined, with a maximum of 40 credits overall in any programme of study;
c) the following types of modules may not be condoned: modules required for professional accreditation of any type; modules with a value over 20 credits, and any modules specified within the Course Specification as ineligible for condonement;
d) a student who has received recognised prior learning for any module(s) shall not be eligible for condonement;
e) condoned modules may not be used as RPL;
f) condoned modules may not be reassessed in any way;
g) condoned modules may not be raised to a pass;
h) modules for a top-up stage on any course cannot be condoned;
i) modules in which a student has been found guilty of academic misconduct at the relevant attempt cannot be condoned;
j) modules at level 6 or above may not be condoned if by so doing, the student's classification average would be lower than 40%;

8.7 In the case of part-time students, a decision about whether a failed module will be condoned can be taken at the stage they accrue 100 credits, whether or not in the same academic year, provided they are within the overall permitted duration of the course.

8.9 Exceptionally, should a student have failed only one condonable module at the first attempt, the Progression and Awards Board may condone that module without requiring the student to make a further attempt.

8.10 A student may choose not to accept a condonement by informing the University by the procedure notified.

9 Deferrals for extenuating circumstances

9.1 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.

9.2 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.

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

9.4 A student can only be granted a deferral without re-registration for a maximum period of 24 months from the original attempt, after which time, a student will be considered via the fitness to study procedure.

9.5 The deferral procedure is not an appropriate measure in respect of permanent or long-term conditions or situations. Students experiencing long-term difficulties arising from changes in their personal, medical or work circumstances may apply, be advised or be required to temporarily withdraw from their course for up to 18 consecutive months according to the procedure notified (see 4.3).

9.6 Work submitted after the specified deadline shall be awarded a mark of 0% or a fail grade as appropriate.

9.7 Students who fail to submit work for assessment or attend examinations shall be deemed to have failed the assessments concerned and shall be recorded as absent.

10 Conditions of award

10.1 After the results of assessments have been confirmed, an individual student shall automatically be entitled to the award achieved on the criteria listed in the Regulations, subject to satisfying any specific requirements of the course on which the student is registered including the completion of practice hours.

10.2 Students can be awarded 120 credits at level 3. To be eligible for consideration for any particular award, a student must have satisfied the following requirements by the end of the course (including any additional constraints imposed by a Professional Statutory or Regulatory Body or other external agency):

Academic Award **THIS IS NOT A CASCADE OF AWARDS**	**Max and min overall credits for the award**	**Minimum credits to be passed for each level**						
	Total	*Level 4 or above*		*Level 5 or above*		*Level 6 or above*		
Degree with Honours	360	100	*plus*	100	*plus*	100		
Unclassified Degree	300	100	*plus*	80	*plus*	80		
Diploma of Higher Education	240	100	*plus*	100				
Certificate of Higher Education	120	100						

10.3 The difference between total credit specified at a particular level and the total minimum credit may be met by modules at any level.

10.4 A Progression and Awards Board may permit a student to replace one or more modules by modules of equivalent value at a higher level.

10.5 The credit totals in the table above include any module(s) credited for prior learning.

10.6 To obtain a Coventry University award a student who has been credited with modules for prior learning (see Coventry University's Academic Regulations Section 4.2), shall be required to pass *at least* the further credits approved by the University, normally at the level indicated as listed below. However, no award can be made unless the overall credit count matches the requirements set out in 10.2 above:

a) Honours Degree 120 credits at level 6.

b) Unclassified Degree 40 credits at level 5 or above plus 60 credits at level 6.

c) Diploma of Higher Education 100 credits at level 5.

d) Certificate of Higher Education 80 credits at level 4.

10.7 Regulations for individual courses may not raise the minima in 10.6.

10.8 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. This includes the following:

a) CertHE and DipHE within a degree course;

b) an unclassified Degree when the student is continuing to study for Honours;

10.9 Any student leaving the Coventry University Branch at The Knowledge Hub with an interim award and in good standing may apply at a later date to upgrade to a higher award on the same course, where such procedures exist within the structure of the course concerned. A student may not return in this way within 12 months of leaving the original course (4.8 and 10.3 refer).

10.10 If a student has failed to satisfy the criteria for the award for which s/he is registered, a Programme Assessment Board may also consider them for an alternative award, as specified in the course definitive document.

11 Award and classification

11.1 Classification Calculation

a) The modules that are used for determination of the Honours Classification shall normally be those comprising the highest passed and/or condoned marks at level 4 or above, using the calculations specified in 11.1 b). On individual courses modules may be designated which must be included in the Honours classification even if they do not meet this criteria; this shall normally include the project or dissertation assessment. This shall include any conditions that must be met in order to satisfy the requirements of a Professional Statutory or Regulatory Body.

b) The classification for the award of an Honours Degree to be made to each student shall be based on performance in modules as specified in 11.1 a). The classification shall be based upon the following calculations, whichever is the highest:

i) the average mark of the 100 credits worth of passed and/or condoned modules with the highest mark at level 6 or above; or

ii) the average mark of the 220 credits worth of passed and/or condoned modules with the highest mark at level 5 and above (to include a maximum of 120 credits at Level 5).

iii) the average marks of the 300 credits worth of passed and/or condoned modules with the highest mark at level 4 and above (to include a maximum of 120 credits at each of levels 4 and 5).

c) The classification for top up awards will be based upon the average mark of the 100 credits worth of passed modules at level 6 or above.

d) In deriving a mark for classification, marks shall carry a weight according to the assessment credit rating of the module.

e) The classification boundaries for First Class, Upper Second Class, Lower Second Class and Third Class shall be 70%, 60%, 50% and 40% respectively after rounding.

f) A student shall automatically be entitled to the class of a Degree with Honours determined by the classification calculation achieved.

g) No Honours classification is attached to the award of an Aegrotat degree with Honours.

h) Downgrading of a Degree with Honours to a lower classification shall not be permitted, except in the circumstances set out in 11.4 below.

11.2 **Merit and Distinction**

a) Subject to any course specific requirements, to gain an overall Distinction a student must achieve an average of at least 70% in the passed and/or condoned assessment credits with the highest marks (after rounding has taken place) at the credit value and levels specified below; to gain a Merit a student must achieve an average of at least 60% in the same calculation:

Academic Award	**Rule for Merit/Distinction Calculation**
Unclassified Degree	80 assessment credits at level 6 or above
Diploma of Higher Education	80 assessment credits at level 5 or above
Certificate of Higher Education	80 assessment credits at level 4 or above

b) Undergraduate awards not listed in 11.2 a) above are not eligible for award with Merit or Distinction.

c) In deriving a mark for Merit or Distinction purposes, marks shall carry a weight according to the assessment credit rating of the module.

11.3 **Upgrading to Honours**

a) Any student who has successfully completed an unclassified degree, other than those who have exhausted all attempts permitted by the Assessment Board to achieve an honours degree and who wishes to upgrade a particular award to a Degree with Honours must satisfy the conditions specified in these Regulations for an award of Honours.

b) A student applying to upgrade to Honours can only do so for the same course as that for which the student has been awarded the unclassified degree, unless other upgrade routes are specified in the course definitive documentation, and within the currently specified maximum duration of registration (4.8 a) refers).

c) A student adjudged to have cheated during a course may be barred from making further attempts to upgrade to Honours.

d) If the upgrade course is failed, the student shall retain the right to the original award.

e) If the upgrade course qualifies the student for an unclassified degree the student shall retain the right to the higher of any Merit or Distinction awarded at either attempt. When a higher Merit or Distinction is obtained in this way the degree shall be re-conferred, but the student shall not have the right to receive two degrees, nor to attend a second awards ceremony. The student will be required to return their original certificate to Coventry University's Academic Registrar & Director of Registry Services before being released for enrolment and before the award can be reconferred.

11.4 **Modification of Results**

Any entitlement to an award, credit, classification, Merit or Distinction may be set aside by the recommendation of a properly constituted panel set up by the Coventry University Branch at The Knowledge Hub to the Academic Registrar & Director of Registry Services following a case of cheating; the Panel may also recommend an award of an unclassified Degree to a candidate for Honours in such circumstances, and may recommend the failure of a student who has otherwise passed the course/ concerned. A student penalised for cheating shall not have the right to be assessed or reassessed to improve their award or classification, nor to take an upgrade to Honours.

12 Non-completion of awards and posthumous awards

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

13 Complaints, Appeals, Disciplinary Action

13.1 All complaints, appeals and disciplinary proceedings will be managed under the Coventry University Branch at The Knowledge Hub's policies and procedures in the first instance.

13.2 The Coventry University Branch at The Knowledge Hub will submit a summary of any complaints, appeals and disciplinary proceedings upon request to Coventry University's Registrar (Collaborations).

13.3 If a student's complaint relates to an academic matter, they have the ultimate right of appeal to Coventry University's Academic Registrar & Director of Registry Services who will consider the case once The Coventry University Branch at The Knowledge Hub have issued a final response under their policies and procedures. If the complainant remains dissatisfied by the outcome of that complaint, they should submit a written request to the Coventry University Academic Registrar & Director of Registry Services via complaints.reg@coventry.ac.uk. This must be done within 10 working days of receipt of the final response from The Coventry University Branch at The Knowledge Hub

13.4 The Academic Registrar & Director of Registry Services will normally complete the review within 25 days of receipt of the complaint. However, given the requirement to investigate the case thoroughly with the collaborating institution some additional time may be required, in which case the informant shall be informed accordingly.

13.5 At the end of the Academic Registrar & Director of Registry Services review, the student will receive a letter setting out the findings and outcome. If the academic complaint is upheld, it will be referred to The Coventry University Branch at The Knowledge Hub with the recommendation of the Academic Registrar & Director or Registry Services. The decision is final, and a Completion of Procedures letter will be issued to the student by Coventry University.

If the Complaint is not upheld, a Completion of Procedures letter will be issued to the student. This concludes the University's procedures.

13.6 The Office of the Independent Adjudicator ("OIA") is an independent body set up to review individual student complaints against universities in England and Wales. See Rules of the OIA Scheme – April 2018 (oiahe.org.uk) for full clarification of who is eligible to use this scheme.

Current of former students may only take their complaint to the OIA once the University's internal complaints procedures have been exhausted, and a Completion of Procedures letter has been issued.

14 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

15 External Examiners

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

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

Name	Home Institution	Course Responsibilities
Carolin Bauer	University of Staffordshire	BSc Computer Science
Jennifer Sizer	University of Reading	English for Academic Purposes
Dr Doaa Shohaieb	Aston University	BSc Global Marketing
Claire Jones	Birmingham City University	BSc Psychology
Chanaka Mudalige	University Campus for Football Business	BBA Business Administration; BA Business and HRM

Zafeirenia Brokalaki	Queen Mary University of London School of Business and Management	BA Business and Marketing
TBC	TBC	BA Digital Media
Barrend Slabbert	University of Derby	BA Interior Architecture and Design
Lefteris Heretakis	Bucks New University	BA Graphic Design
Reem Hadeed	Aston University	BEng Mechanical Engineering
Jonathon Oti	University of South Wales	Beng/BSc Civil Engineering
Paul Stephens	Teeside University	BSc Ethical Hacking and Cybersecurity
Ahmed Zobaa	Brunel University, London	BEng Electrical and Electronic Engineering
TBC	TBC	BSc Software Engineering
TBC	TBC	BA Accounting and Finance
TBC	TBC	BA Film Production
Franziska Conrad	University of Southampton	BA Product Design
Barbara Waters	University of Manchester	BA International Fashion Business
Zafeirenia Brokalaki	Queen Mary University of London School of Business and Management	BA Advertising and Digital Marketing

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

16 The Coventry University Branch at The Knowledge Hub's General Regulations

Students enrolled on a Coventry University course 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 7th September 2026