Additional Regulations for Awards Delivered with Benha University 2026-2027

Approved by:	Effective date:
Academic Board	1 September 2026

Additional Regulations Statement

These Additional Regulations form part of the University's Regulation and Credit Framework. They are designed to ensure that courses and awards delivered in partnership with Benha University are structured, delivered and assessed fairly, consistently and transparently.

Who needs to know about these Additional Regulations?

- Pro Vice-Chancellors
- Deans and Associate Deans of School
- Heads of Subject
- Teaching staff
- Managers, supervisors, professional and technical staff
- Relevant staff at Benha University
- Students
- Applicants
- External regulatory bodies

Purpose of the Additional Regulations

These Additional regulations apply to undergraduate awards granted by Canterbury Christ Church University in partnership with Benha University, Egypt. They safeguard the University's academic standards and ensure equitable and fair treatment of students registered on these University courses.

Contacts

The University Quality Assurance and Enhancement Team as a part of the Academic Registry is responsible for updating and maintaining all academic regulations. The Team can be contacted by emailing: quality@canterbury.ac.uk

Canterbury Christ Church University

Additional Regulations for Awards Delivered with Benha University 2026-2027

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Canterbury Christ Church University

Additional Regulations for Awards Delivered with Benha University 2026-2027

1. Scope and Key Principles

1.1. This document sets out the regulations for the conferment of the approved awards delivered in partnership with Benha University, Egypt. Hereafter these are referred to as 'Additional Regulations.'

1.2. Benha University, Egypt, is a Public University in Egypt with degree awarding powers in Egypt.

1.3. Awards granted under these Additional Regulations are considered Dual Awards, meaning Canterbury Christ Church University (CCCU) and Benha University, Egypt (Benha) provide separate award certification for the achievement on courses studied under these arrangements.

1.4. These Additional Regulations cover the certification of CCCU awards only. They do not cover the certification by Benha.

1.5. These Additional Regulations apply to all students registered with Benha to study on the CCCU approved courses from September 2026, irrespective of the date of registration.

1.6. These Additional Regulations are in place of the CCCU Regulations for Taught Awards. The latter do not apply to students registered with Benha to study on the CCCU approved courses.

1.7. In order for students to be eligible to study for awards covered by these Additional Regulations, they must

(i) remain in good standing with Benha on an award approved by CCCU.

(ii) Meet the requirements for the CCCU awards as set out in these Additional Regulations.

1.8. These Additional Regulations do not apply to students who remain in good standing for a Benha award, but no longer meet the requirements for a CCCU award, except for the purposes of alternative awards, as set out in Section 5.

1.9. CCCU may publish procedural documents supporting the implementation of these Additional Regulations. If there is any conflict of interpretation between these Additional Regulations and the procedures, these Additional Regulations shall have precedence.

2. Key Responsibilities

Academic Board

2.1. Wherever the term "Academic Board" is used in this document it refers to the Academic Board of Canterbury Christ Church University.

2.2. The Academic Board is responsible for the approval of these Additional Regulations. This will be done in consultation with Benha. The approval of amendments to these documents may be delegated by the Academic Board to the appropriate CCCU sub-committee.

2.3. The Academic Board will ensure that all arrangements in place to meet its responsibilities are reviewed on a periodic basis to determine that they remain fit-for-purpose.

2.4. The Academic Board may delegate aspects of its powers under these Additional Regulations.

Staff

2.5. Staff of Canterbury Christ Church University must adhere to the Additional Regulations.

Collaborative Partners

2.6. Collaborative partners involved in the delivery of approved CCCU awards are responsible for ensuring alignment with these Additional Regulations and any supporting procedural documents.

Students

2.7. Students studying Canterbury Christ Church University awards must meet the requirements for their award as set out in these Additional Regulations.

3. Alignment with external requirements

3.1. The Additional Regulations are mapped against the Office for Students requirements, in particular the ongoing conditions of registration and sector recognised standards.

3.2. The term 'level' in this document refers to the level of study as defined by the Framework for Higher Education Qualifications in England, Wales and Northern Ireland (FHEQ) (Quality Assurance Agency, 2014)[1].

3.3. All awards of CCCU, whether credit-bearing or not, are assigned to a level in the FHEQ, and will have Course Learning Outcomes that align with the level descriptors. Taught courses that are below level 4 in the National Qualification Framework will be allocated to Level 0.

3.4. Courses designed and delivered with Benha are also required to meet the requirements of the Egyptian Ministry of Higher Education and Scientific Research as well as the Supreme Council of Universities. Where the level of study and marking schemes are aligned to the requirements set out by Benha, these Additional Regulations will specify the approved conversion for the purposes of the CCCU Award.

4. Principles for changing the Additional Regulations

4.1. CCCU may from time-to-time review these Additional Regulations to ensure that they remain fit for purpose or to reflect external requirements. It will also undertake an annual review. Prior to making any changes to these Additional Regulations, CCCU will consult Benha.

4.2. Any changes made as a result of review by CCCU will be recorded in a schedule of changes document and published alongside the Additional Regulations.

[1] https://www.officeforstudents.org.uk/media/cffb3feb-c7ed-472d-8ad3-008175099a6b/sector-recognised-standards-in-england.pdf

4.3. When making changes, the University will seek to ensure students are not disadvantaged in relation to the rights conferred upon their initial registration on a course.

4.4. Where an edition of the Additional Regulations are approved that apply to particular groups of students before or after a certain date, this is clearly indicated.

4.5. Where a student changes their course and/or returns following an interruption of study, they will be subject to the Additional Regulations in place at the time of their re-registration.

4.6. For any courses delivered in partnership between Benha and CCCU and covered by these Additional Regulations, Benha cannot make any change to the courses or their Academic Regulations without approval from CCCU, where these changes would alter the approved curriculum or a students' status, progression or award.

5. Levels of Study and Taught Awards offered in Partnership with Benha

Equivalent Credits and Levels of Study

5.1. Credit equivalence for modules studied on courses delivered in partnership between Benha and CCCU will be calculated as follows: 1 Egyptian credit hour = 4 UK credits

5.2. Level equivalence for modules studied on courses delivered in partnership between Benha and CCCU will be calculated as follows:

(i) Benha Year 1 level modules = Foundation Year (Level 0)
(ii) Benha Year 2 level modules = Level 4
(iii) Benha Year 3 level modules = Level 5
(iv) Benha Year 4 level modules = Level 6

Awards at Level 6

5.3. The following awards are approved for dual award by the University delivered in partnership with Benha:

(i) Bachelor of Arts (abbreviated to BA);

(ii) Bachelor of Science (abbreviated to BSc);

5.4. The courses leading to awards at Level 6 will be comprised of a minimum of credits at each level as follows:

Award type	Total credits	Level 6 credits	Level 5 credits	Level 4 credits	Level 0 credits	Other
Undergraduate degrees	360	120	120	120		
Undergraduate degrees with a Foundation Year	360	120	120	120	120 equivalent before Level 4	

5.5. Students on the approved CCCU Courses delivered by Benha, may be required to accrue additional credits at each level, in line with the Egyptian credit system and requirements for the Egyptian award. This may mean that the student exceeds the minimum credits requirements for the CCCU award. Where this is the case, CCCU will match the credits awarded by Benha.

Awards at Level 5

5.6. The following awards at Level 5 are approved as exit awards for the dual award by the University delivered in partnership with Benha

(i) Diploma of Higher Education (abbreviated to Dip HE);

5.7. To be eligible for a Level 5 exit award, students must successfully complete all Benha Year 3 requirements for their course, including achievement of the previous levels. This may mean that the student exceeds the minimum credits requirements for the CCCU award. Where this is the case, CCCU will match the credits awarded by Benha.

Awards at Level 4

5.8. The following awards at Level 4 are approved as exit awards for the dual award by the University delivered in partnership with Benha:

(i) Certificate of Higher Education (abbreviated to Cert HE);

5.9. To be eligible for a Level 4 exit award, students must successfully complete all Benha Year 2 requirements for their course, including achievement of the previous levels. This may mean that the student exceeds the minimum credits requirements for the CCCU award. Where this is the case, CCCU will match the credits awarded by Benha.

Level 0

5.10. Awards offered under these Additional Regulations can include a Foundation Year. A Foundation Year is not a standalone award but can be offered as part of awards at Levels 4, 5 and 6.

6. Entry requirements

6.1. The admissions requirements for the courses covered by these Additional Regulations will be set out by Benha and agreed with CCCU.

6.2. All entrants to the courses covered by these Additional Regulations must meet the admissions requirements.

7. Alternative awards

7.1. An alternative award is an exit award, normally lower than the target award for which a student has registered. When making an alternative award the University may consider credits from the course

awarded at a higher level.

8. Recognition of Prior Learning

8.1. Recognition of Prior Learning [RPL] may take one of two forms:

(i) Advanced Standing, defined as the use of a prior certificated award to gain entry to a course at a level or stage of study later than the normal entry point;

(ii) Recognition of Prior Certificated Learning [RPCL], defined as the use of prior certificated credits to gain exemption from specific module(s) within a University course;

8.2. For an undergraduate or taught postgraduate award, the maximum limit for RPL, either through (a) Advanced Standing, (b) RCPL, (c) any combination of these, is half of the required credit of the CCCU award:

8.3. Achievement used for RPL, including Advanced Standing, and RCPL must have occurred during the previous five years, from the date the award was made.

8.4. Where certificated prior learning forms part of a submission for RPL, including Advanced Standing, the five-year period is from the date that the award was made.

8.5. Decisions regarding RPL are a matter of academic judgement.

Advanced Standing

8.6. An applicant may enter a course with advanced standing, where:

(i) they hold an appropriate award at the level of advanced standing, from a UK or Egyptian institution with degree-awarding powers;

OR

(ii) they hold an appropriate award at the level of advanced standing, from an international institution with equivalent standing;

OR

(iii) they hold an award from a UK awarding organisation or professional body;

AND

(iv) appropriate mapping has taken place to ensure that the award enables the student to demonstrate that they have met the Intended Learning Outcomes at the point of entry.

8.7. If the award is a recognised UK University qualification, the mapping for Advanced Standing needs to confirm only that appropriate subject matter has been covered.

8.8. If the award is from an international institution or a non-UK University awarding body, the mapping for Advanced Standing must demonstrate that the Intended Learning Outcomes of the stage of the course for which Advanced Standing is being sought, are met in full, at the appropriate level.

8.9. Where a non-UK University award has a standard or prescribed content, the University may approve a standard mapping arrangement, as part of the course documentation, rather than mapping each individual application.

8.10. No University credit will be awarded for Advanced Standing.

8.11. Where Advanced Standing forms part of an Articulation Agreement, there must be mapping of the intended learning outcomes of the imported award and the University award.

Recognition of Prior Certificated Learning

8.12. An applicant or student may apply to import credit, taken at a higher education institution, into a University award for which they are applying or are registered for, in the following circumstances:

(i) Additional Regulations or Additional Course Regulations do not exclude RPCL from the Award

(ii) the RPCL is applied at the stage at which the applicant or student enters the course, unless specified otherwise in Additional Regulations or Additional Course Regulations;

(iii) the credit used for RPCL is at the level of the module for which it is being substituted;

(iv) the credit appropriate mapping has taken place to ensure that the award enables the student to demonstrate that they have met, at the appropriate level, the Intended Learning Outcomes of the module for which it is being substituted.

9. Periods of study

Key Terms:

- Part-time recovery mode - a student has a part-time credit load but is undertaking a full-time course (for example, because they have returned from interruption or are retaking failed modules).

9.1. To be eligible for a CCCU award under these Additional Regulations, a student must complete their study during the period covered by partnership between CCCU and Benha. A student who does not have continuous progression and does not complete during the period covered by the Partnership Agreement or its successor document will be eligible for any default exit awards achieved.

9.2. Depending upon the mode of study approved for a course, a student may be registered for study **EITHER**:

(i) on a full-time basis; **OR**

(ii) on a part-time basis; **OR**

(iii) on a part-time recovery mode;

9.3. Subject to 9.1, a student must complete a course within the specified period of registration for the level of course. The period of registration is to include any periods during which the student is required or permitted by the University to interrupt study for the course and any period of extension to the course approved by the University.

9.4. The table below sets out the maximum periods of registration for taught awards.

Target award	Full-time maximum registration period	Part-time maximum registration period (calculated as 0.5 FTE)
Cert HE	4 years	5 years
Dip HE	5 years	7 years
Undergraduate degrees (including Foundation Year)	9 years	12 years

9.5. CCCU may establish criteria to grant exemption from part of a course leading to an award.

9.6. CCCU may prescribe the requirements relating to the extension of periods of study.

10. Interruption to study

10.1. The arrangements for interruption set out in the Policy approved by Benha must be followed including in relation to outstanding assessment or reassessment appropriate at the point of interruption.

11. Assessment and Examination Arrangements

Examiners

11.1. Qualified examiners must oversee assessment and examinations. See section 17 for more information.

Examinations

11.2. Examinations must be conducted using the required examination arrangements, conditions and materials, in line with the Benha procedures, quality assured by CCCU.

Language of Assessment

11.3. The language of assessment is to be English.

12. Marking Arrangements

Exceptional Circumstances and associated procedures

12.1. Decisions relating to circumstances that affect a student's ability to perform in assessment will be determined through the application of the approved Benha procedures which cover exceptional circumstances and associated procedures.

Moderation and Double Marking

12.2. All assessed work must be marked and moderated in line with the procedures set out in agreed Marking Procedures between CCCU and Benha.

12.3. All summative assessment will be moderated unless it falls into a category of assessment where double marking is required. There must only be one moderator for any single component of assessment.

12.4. Double Marking is required in the following circumstances:

(i) where a component of assessment is undertaken independently by each student, such as independent study, dissertation or negotiated module;

(ii) where it is impossible to revisit the assessment (such as a live performance or exhibition) and no permanent record, e.g. video recording, can be kept;

(iii) where it is the requirement of an external regulatory body.

Marking illegible/inaudible scripts

12.5. An illegible/inaudible script, either in its entirety or in part, is one that is not possible for an examiner to decipher in such a way that a fair assessment can be made.

12.6. Assessments deemed illegible will be marked according to the procedures of Benha University.

Late Submission of Assessed Work

12.7. The determination of what will be classed as a late submission and the penalties applied will be subject to the regulations and procedures of Benha.

Cases where coursework exceeds the prescribed length

12.8. The determination of whether an assessment submission is classed as exceeding the prescribed length will be made by Benha. Any penalties to be applied with be subject to the regulations and procedures of Benha.

Academic Integrity and Misconduct

12.9. CCCU and its partner must take action against Academic Misconduct, which is a breach of Academic integrity.

12.10. Cases of suspected Academic Misconduct will be dealt with under the regulations and procedures of Benha.

13. Module Assessment Arrangements

Pass Mark for Modules

13.1. All assessments will be marked according to the Benha marking scheme. UK marks will be recorded on the equivalent scale set out in these Additional Regulations as follows:

Letter Grade	GPA	Converted UK Module Mark
A+	4.0	75
A	3.7	70
A-	3.66	68
B+	3.3	65
B/B-	3.0	60
C+	2.7	55
C	2.4	50
C-	2.3	48
D+	2.2	45
D	2.0	40
F	0	0

13.2. The UK pass mark for a module at Levels 0, 4, 5 and 6 is 40%.

Determination of Module Marks

13.3. A module mark is determined by calculating the weighted average of the marks of each component of assessment.

13.4. Where a component of assessment is graded pass/fail, that component will need to be passed but will not contribute to the weighted average for the module mark.

13.5. Where all components of assessment are graded pass/fail, the module mark will be recorded on the transcript as the pass/fail mark.

Classification of Modules

13.6. Modules at Levels 0, 4, 5, 6 and 7 are not classified.

14. Assessment

Key Terms:
- Component of assessment – a discrete summative assessment activity within a module.

Assessment and Reassessment

14.1. Each module will be assessed by one or more components of assessment.

14.2. Where there is more than one component of assessment, the weighting of each component will be set out in the Benha module specification, for example, “written exam 50%; essay 50%” and adhere to any prescribed academic regulations for module assessment as set by Benha University.

14.3. Where a student achieves a pass mark or higher for a module, but not all components of assessment have been passed, a student will have passed the module, except

(i) in the case of the final examination for a module in which case the specified minimum mark for the final examination assessment must be achieved to pass the module.

(ii) where any other requirements have been set out in the Academic Regulations for Benha.

14.4. The offer of reassessment in a module or the retake of a module will be based on the academic regulations of Benha.

14.5. The final mark recorded by CCCU for the award of UK credit will be based on the highest achieved mark for the module.

Deferral of assessments and reassessments

14.6. A deferral may only be applied to any assessment attempt where it is in line with the Academic Regulations specified by Benha and is approved by the Benha body appointed to undertake a decision of deferral.

Progression

Key Terms:

- Level - refers to the level of study as defined by the Framework for Higher Education Qualifications in England, Wales and Northern Ireland (FHEQ) (Quality Assurance Agency, 2014).
- Stage – a part of a course that must be passed before being able to continue to the next part or academic year of study. For example, Year 1 of course designed for part-time mode of study.

14.7. Student progression from one level to the next or from one stage to the next will be based on meeting the requirements set out in the Academic Regulations for Benha.

Students who cannot continue due to failure to meet the academic requirements

Key Terms:
- Cannot continue - a student has not passed the requirements of the target award or stage, is not eligible for further attempts and therefore is not allowed to continue their studies. Where eligible, a student may receive a lower exit award or any institutional credits achieved.

14.8. Where Benha decides, under its own regulations and procedures, that a student has failed to meet the academic requirements for continuation on its course, it may require the student to withdraw from its course award. Where Benha requires the student to withdraw, the student will no longer be able to pursue the CCCU target award, but may be eligible for approved Alternative Awards, as determined by CCCU.

14.9. Where CCCU determines under these Additional Regulations, that a student cannot continue on the course leading to its award, the student will no longer be able to pursue the CCCU target award, but may be eligible for approved Alternative Awards, as determined by CCCU.

15. Pass requirements and award classification

Bachelor's Degree with Honours

15.1. To qualify for a Classified Taught Award at Level 6, a student must:

(i) meet and pass the minimum credit requirements at each level or stage of the Benha course

(ii) complete satisfactorily the requirements of the award, including any professional requirements of the course.

(iii) achieve a pass mark in the designated Level 6 module which serves as the Capstone Project

15.2. All graded credits will be used in the classification of the award.

15.3. The award will be calculated on a Grade Point Equivalent Scale (GPA) and will be converted to the UK classification scale on the approved conversion table set out in 15.5 below.

15.4. GPA will be calculated on the basis of Benha regulations.

15.5. The GPA / CCCU UK Classification Conversion will be as follows:

GPA	CCCU Classification
3.7-4.0	1st
3.00-3.69	2.1
2.4-2.99	2.2
2.00-2.39	3rd

Awards at Level 5

15.6. To qualify for a Taught Award at Level 5, a student must:

(i) must successfully complete all Benha Year 3 requirements for their course, including achievement of the previous levels.

(ii) complete satisfactorily the requirements of the award, including any professional requirements of the course.

15.7. A Level 5 award will not be classified.

Awards at Level 4

15.8. To qualify for a Taught Award at Level 4, a student must:

(i) must successfully complete all Benha Year 2 requirements for their course, including achievement of the previous levels.

(ii) complete satisfactorily the requirements of the award, including any professional requirements of the course.

15.9. A Level 4 award will not be classified.

Awards at Level 0

15.10. Students under these Additional Regulations are not eligible for a Taught Award at Level 0.

16. Examiners

Examiner status

16.1. Only those with Examiner Status can:

(i) be members of the Board of Examiners for an award bearing course approved by the University;

(ii) mark examinable work, except in the instance of (a) approved practice assessors, and (b) where the Academic Board determines otherwise.

16.2. The Staff will be granted Examiner or Affiliate Examiner Status by CCCU:

Affiliate Examiner Status

16.3. The following are eligible for Affiliate Examiner Status:

(i) approved partner staff teaching on collaborative courses.

16.4. Recognition of Affiliate Examiner Status is given for a specific course or subject area only.

External Examiners

16.5. CCCU will appoint External Examiners to cover the CCCU dual award. CCCU approved External Examiners will not comment specifically on the standards of the Benha award, where Benha specific regulations and procedures will apply.

16.6. External Examiners must be allocated to all courses and levels.

16.7. External Examiners for taught courses, are, in their expert judgment, required to report whether or

not:

(i) the University is maintaining the threshold academic standards for its awards in accordance with the frameworks for higher education qualifications and applicable subject benchmark statements;

(ii) the assessment process measures student achievement rigorously and fairly against the intended outcomes of the course(s) and is conducted in line with the institution's policies and regulations;

(iii) the academic standards and the achievements of students are comparable with those in other higher education institutions of which the External Examiners have experience.

16.8. All External Examiners are full members of the Board of Examiners and their involvement is crucial to the Board process.

16.9. No meeting of the Board of Examiners that considers student progression or award outcomes shall take place in the absence of an External Examiner, unless the Academic Registrar authorises the meeting to proceed as scheduled, in which case a report outlining these instances will be submitted to Academic Board.

16.10. Module marks must not be changed at a Board of Examiners as a result of review by an External Examiner of one or more components of assessment, unless the assessed work of all students undertaking the component(s) of assessment is reconsidered.

16.11. External Examiners must be invited to endorse the outcomes of the Board of Examiners.

16.12. In circumstances where an External Examiner is unwilling to endorse a pass list or similar document:

(i) attempts must be made by the Board of Examiners to address the concerns of the External Examiner, and the outcome will be reported to the External Examiner, to the Board of Examiners and to the Academic Board;

(ii) where the concern cannot be resolved by the relevant Board of Examiners, the External Examiner will be required to make a written report to the Vice-Chancellor (or nominee) who will resolve the matter on behalf of the Academic Board.

16.13. External Examiners are expected to make independent judgements about the examination process and award of qualifications. No External Examiner shall be dismissed for exercising judgement.

17. Boards of Examiners

17.1. The Board of Examiners for the awards covered by these Additional Regulations will be operated as a Joint Board of Examiners between Benha and CCCU. It will be a formally convened body that approves marks and decides on student progression and awards.

17.2. All Joint Board of Examiners will operate in line with the approved procedures for the CCCU Benha Boards of Examiners.

Award of a Qualification and Credit

17.3. The award of a qualification and the award of credit must be approved by the Joint Board of Examiners.

17.4. The Board of Examiners has no discretion to recommend that a classification of an award is raised.

Scaling of Marks

17.5. The Joint Board of Examiners may only permit the scaling of marks
(i) as a tool to rectify a significant error in the assessment process and where
(ii) there has been prior authorisation by the CCCU Academic Registrar

17.6. The scaling of marks should only be considered where there is significant error in the assessment process, which is clearly identified, which would mean that the assessment type or delivery was flawed, and when all other means to rectify the problem have been explored and discounted.

17.7. Scaling can take place in either direction but when scaling down, the student will be offered the opportunity to accept the scaled mark or to be reassessed in the assessment which will be treated as an uncapped attempt. A student must be informed of their pre- and post-scale mark before they make their decision.

17.8. The scaling of marks must apply to all students undertaking the assessment on the same occasion.

17.9. Scaling must be applied equally across the module cohort, so not to advantage or disadvantage a subset of students. The scaling of marks must always maintain the ranked position of each student within a specific assessment. Norm-referencing is not permitted as a means of marking assessment.

17.10. Prior to the scaling of marks, the method that is intended to be employed must be agreed by the relevant Chair of the Board of Examiners and the External Examiner(s) and approved for use by the CCCU Academic Registrar prior to application.

17.11. The application to the Academic Registrar must set out the methodology to be applied, supported by an impact analysis. This should take place at the earliest possible opportunity to ensure consistency and allow monitoring of use and decision making.

17.12. Scaling can be applied to any work, not just an examination, where there has been a flaw in the assessment process.

17.13. Examples of where scaling might be applied are as follows:

(i) a misprinted examination paper;

(ii) an incorrect formula in an examination paper;

(iii) in a practical examination, an instrumental malfunction not obvious at the time of the examination;

(iv) a mistake in an examination paper;

(v) the incorrect length of time given to complete an examination.

17.14. The approaches used to scale the marks should be confirmed by the Board of Examiners, clearly documented in the Board of Examiner minutes and students fully informed of its use.

17.15. The adjustment of marks following scaling will require the approval of the Academic Registrar who will confirm that the appropriate process has been followed.

Joint Board of Examiners

17.16. The Joint Board of Examiners will:

(i) Ensure the confirmation of module marks;

(ii) Consider the overall profile of marks for each student and recommend students for awards or make recommendations for a course of action in the case of failure;

(iii) Make recommendations about students, not in their final year, regarding progression or make recommendations for a course of action in the case of a student who cannot continue;

(iv) Confirm that the assessment processes have operated in a fair and reliable manner, making use of agreed degree classification criteria and in line with the University's Regulations and assessment procedures;

(v) Assure the appropriate standards for the awards;

(vi) Joint Boards do not have the authority to change assessment and module marks. In exceptional situations, should accepted evidence be provided to the Board of a process failure, the Chair may agree to a mark change in consultation with the Assessment Management Team.

Decisions open to the Joint Board of Examiners

17.17. For each student, the Joint Board of Examiners will apply the following decisions as applicable:

(i) an award be made on the completion of the student's course;

OR

(ii) the student be permitted to proceed to the next stage of the course for which the student is registered;

OR

(iii) where the student has not passed the award or stage, the student be permitted to take reassessments/retakes as specified by the Board of Examiners in compliance with the Additional Regulations;

OR

(iv) the student be permitted to proceed to an appropriate stage of a different course as specified by the Board of Examiners;

OR

(v) the student be awarded an alternative award prescribed with or without further assessment;

OR

(vi) the student cannot continue on the course and is awarded any credit gained.

Board of Examiners Chair's Action

17.18. The Joint Board of Examiners will delegate authority to the Chair to take Chair's Action outside the meeting where:

(i) This has been authorised by the Board of Examiners;

(ii) Information is provided verbally to the Board by a member of the Board, that requires further confirmation, to allow a decision after the meeting;

(iii) Accuracy of the presented information requires confirmation prior to confirming an approved outcome;

(iv) Following the meeting it is determined that a factual error requires correction or that there are circumstances that were not known to the Board of Examiners;

(v) A student has been missed for consideration by their scheduled Board of Examiners;

(vi) A student's appeal has been upheld;

(vii) It has been identified that there is an urgent need to confirm a student outcome before a Board of Examiners meeting is scheduled to convene.

17.19. In these circumstances the student may be referred for consideration by another Progression and Award Board of Examiners meeting or the Chair may authorise appropriate action to resolve the matter through Chair's Action.

17.20. All Chair's Actions must be minuted and reported to the next meeting of the Board of Examiners.

18. Aegrotat and Posthumous Awards

18.1. The awards under these Additional Regulations are not eligible for Aegrotat or Posthumous Awards.

19. Use of Discretion Notwithstanding the Regulations

19.1. The Academic Board may, in the most exceptional of cases, make an award or decision notwithstanding the Regulations.

19.2. The Deputy Vice-Chancellor or nominee will be responsible for making a decision notwithstanding the Regulations, which will be reported to the Academic Board.

19.3. The decision will be made on the advice of the Academic Registrar, who will ensure that appropriate academic judgement is exercised in assessing the case for an award or decision Notwithstanding the Regulations

19.4. A recommendation must be based on suitable and sufficient documentary evidence and not oral testimony.

19.5. There is an expectation that a student will ordinarily be offered all available opportunities to complete their award within the regulations, before an award or decision notwithstanding the Regulations is considered.

19.6. Each decision for an award notwithstanding the Regulations will be reported individually to the Academic Board.

20. Academic Appeals

20.1. A student appeal of the progression or award decision made in relation to the CCCU award must be made through Benha in relation to the decision of the Joint Board of Examiners.

20.2. The procedures for the management of Academic Appeals will set out how Benha shall process student appeals in relation to the decision of the Joint Board Examiners.

Document information	Description of document information
Document title	Additional Regulations for Awards Delivered with Benha University
Department owner	Quality Assurance and Enhancement
Document category	**Academic -** Documents directly affecting research, assessment or teaching within the University **Administrative practice -** Documents of an administrative or operational nature **Students -** documents directly affecting student life at the University
Document owner	Deputy Vice-Chancellor
Document manager	Director of Quality Assurance and Enhancement
Related University policies	https://www.canterbury.ac.uk/our-students/ug-current/policy-zone
Related University procedures	https://www.canterbury.ac.uk/our-students/ug-current/policy-zone
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