

BSc (Hons) in Software Engineering

FACULTY OF COMPUTER & INFORMATION SCIENCES - AIN SHAMS
UNIVERSITY (FCIS- ASU)

COURSE HANDBOOK 2025/26

Collaborative edition



University of
East London

Accessibility Notice.....	4
Welcome and Introduction.....	4
Introduction / Welcome from the Principle	4
Introduction to the Course.....	5
Key Staff, Contact Details and Staff Roles	8
Course Operation and Student Registration	9
Course Management.....	13
Key Dates.....	15
Module Specifications	15
Conduct.....	15
Academic Misconduct and Plagiarism	16
Research Integrity	16
Non-Academic Misconduct	16
Harassment and Sexual Misconduct	16
Freedom of Speech	17
Teaching, Learning and Assessment	17
Library and Resources.....	22
Referencing.....	24
Problems Completing an Assessment	24
Attendance and Engagement	25
Support for Students.....	26
Complaints & Appeals	29
Equality and Diversity	29
Award Certificates and Graduation.....	30
Alumni	30
Quality and Standards	31
Key Links.....	31
UEL policies and procedures are here	31

Accessibility Notice

If you require this document in an Alternative Format please contact CHP administration office (chp@cis.asu.edu.eg) or International Degree Coordinator

There are also a range of free tools built on devices to help you access this document and other readings. You can find more information on the Ability net [My Computer My Way website](#) and the [Assistive Technology and Ease of Access Intranet page](#). (UEL login required)

Welcome and Introduction

Introduction / Welcome from the Principle

The **Credit Hour Programs (CHP)** at the **Faculty of Computer and Information Sciences (FCIS)** are among the leading specialized programs in the fields of Computing and Information Technology established in Egypt, offering high-quality, standards-based education. The FCIS–CHP aim to advance Information and Communication Technology (ICT) in alignment with the information revolution and the knowledge economy, addressing current industrial and societal needs while promoting the principles of professional education. This includes modern curricula, applied learning materials, advanced computer laboratories, and specialized practical training. The FCIS–CHP learning environment is designed to enhance students' theoretical knowledge, practical expertise, and transferable skills in accordance with the latest educational methodologies and technological trends.

To maintain leadership and provide students with competitive and progressive career opportunities, the faculty has established strong partnerships with industry and international institutions. The faculty regularly organizes its annual employment fair, scientific conferences, and a wide range of events and programs aimed at developing students' and researchers' technological, research, and personal skills.

Building on this success, FCIS–CHP now offers a **Dual Award Bachelor of Science (BSc Hons)** across its programs. Students enrolled in the dual award program are registered as students of **FCIS – Ain Shams University (ASU)** and simultaneously as students of the **Department of Engineering and Computing at the University of East London (UEL)**, one of the UK's leading modern universities in Engineering and Computing.

Through this dual award program, students benefit from an internationally recognized degree, exposure to global academic standards, and a curriculum aligned with the latest advancements in Artificial Intelligence and industry requirements. The program emphasizes the development of technical expertise, research capabilities, critical thinking, innovation, and transferable skills that enhance employability and prepare graduates for competitive local and international career opportunities.

The development of professionalism and enhanced career prospects—core elements of **UEL's Vision 2028** and fully aligned with **ASU's educational ethos**—is ensured through well-integrated “mental wealth” modules delivered across different levels of the program. Both institutions work collaboratively and continuously to guarantee the academic quality and international standards of the programs in which students are enrolled.

This handbook is intended for all students enrolled in the **BSc (Hons) Software Engineering Dual Award** offered jointly by **Ain Shams University (ASU)** and the

University of East London (UEL). It serves as a useful guide, providing essential information at the beginning of your studies and throughout your academic journey in the program.

We trust that you will find this handbook beneficial and that you will enjoy your studies within our programs. We warmly welcome you to the **Faculty of Computer and Information Sciences – Credit Hour Programs (FCIS–CHP).**

Sincerely,

Prof. Dr. Rasha Ismail

(Dean of Faculty of Computer & Information Sciences - Ain Shams University)

Dr. Manal Tantawi

(CHP Director, Faculty of Computer & Information Sciences - Ain Shams University) |

Introduction to the Course

Course Duration and Modes of Study

The dual award BSc (Hons) Software Engineering Course is a 3-year full-time course. The Course offers dual awards of Bachelor of Science Degree from both Ain Shams University and the University of East London.

The minimum allowed study duration is 6 main semesters. The maximum allowed study duration is 8 main semesters (4 years).

Course Aims and Objectives

The BSc (Hons) Software Engineering Course opens career opportunities to its graduates in the software systems' design and development, quality assurance, project management, software testing, web engineering, data analytics, and much more. It prepares graduates with the ability to produce software, test its quality, calculate its cost in accordance with the required quality standards and increase scientific awareness and practical research in the field of software engineering. The SWE course meets the increasing market demand for this specialization at the national, regional, and international levels.

Course Intended Learning Outcomes (ILOs)

The graduates of the Software Engineering Course should be able to:

(1) Knowledge skills

- Apply systematic, disciplined, quantifiable approaches to the cost-effective development, operation, and maintenance of software systems to the satisfaction of their beneficiaries.
- Build software solutions using different technologies, and life-cycle approaches in the context of different organizational structures, with demonstrated programming expertise.

(2) Thinking skills

- Foster the development, adoption, and sustained use of standards of excellence for software practices.

- Differentiate software process models.
- (3) Subject-based practical skills
- Have hands-on experience of software analysis, modelling, design, and quality assurance of software systems.
 - Evaluate software systems based on universal metrics.
 - Apply software engineering methodologies in the different phases of the software engineering lifecycle.
 - Assess and evaluate the performance of software systems.
 - Identify criteria to measure and interpret the appropriateness of a computer system for its current deployment and future evolution.
- (4) Skills for life and work (general skills)
- Build safety-critical and real-time software systems.
 - Communicate effectively and think critically about a wide range of issues arising in the context of working constructively on software projects.

Course Structure & Content

The Course conforms to UEL's Academic Framework structure for dual degree Courses. All modules will be taught by ASU academics in the Faculty of Computer and Information Sciences at Ain Shams University. All courses are credit-rated to help you to understand the amount and level of study that is needed.

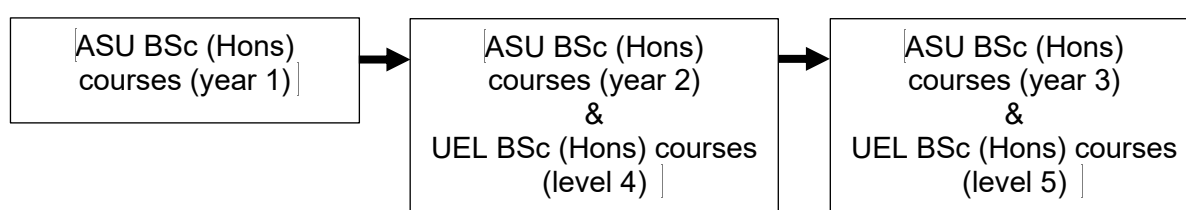
One credit is equal to 10 hours of directed study time (this includes everything you do e.g. lecture, seminar and private study).

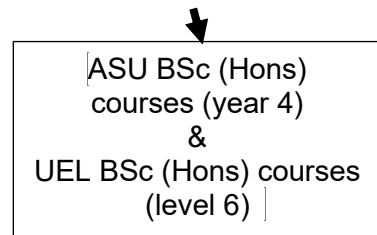
Credits are assigned to one of 5 levels:

- 3 equivalents in standard to GCE 'A' level and is intended to prepare students for year one of an undergraduate degree course
- 4 equivalents in standard to the first year of a full-time undergraduate degree course
- 5 equivalents in standard to the second year of a full-time undergraduate degree course
- 6 equivalents in standard to the third year of a full-time undergraduate degree course
- 7 equivalents in standard to a master's degree Courses are made up of modules that are each credit weighted.

Courses are made up of modules that are each credit weighted.

COURSE STRUCTURE





The Course structure can be seen in Table 2.1 (module codes are subject to change).

Table 2.1 BSc (Hons) Software Engineering Course Structure

Level	Year	Code	Module Title	Credit	Core/Option
4	2	CN4108	Fundamentals of Programming	20	Core
4	2	CN4109	Mathematics for Computer Scientists	20	Core
4	2	CN4110	Digital Design and Computer Architecture	20	Core
4	2	CN4111	Mental Wealth: Professional Life 1 (Software Engineering and Communication Skills)	20	Core
4	2	CN4112	Mental Wealth: Professional Life 1 (Database Systems and Reports)	20	Core
4	2	CN4113	Statistical Data Mining	20	Core
5	3	CN5124	AI for Safety Critical Systems	20	Core
5	3	CN5123	Mental Wealth: Professional Life 2 (Software Requirements Engineering)	20	Core
5	3	CN5125	Algorithms and Design Patterns	20	Core

5	3	CN5126	Computer Networks and Operating Systems	20	Core
5	3	CN5127	Computer Graphics and Software Metrics	20	Core
5	3	CN5128	Real-Time Web Engineering	20	Core
6	4	CN6124	Agile Software Development and Maintenance	20	Core
6	4	CN6125	Software Testing and Management	20	Core
6	4	CN6126	Advanced Analytics and Interface Design	20	Core
6	4	CN6127	Software Development Models	20	Core
6	4	CN6128	Mental Wealth: Professional Life 3 (Project)	40	Core

Modules are allocated credits, with each year consisting of 120 credits. Over the three years this will give a total of 360 credits.

The credits for a module indicate the time a student will need to spend on a module (either in classes or in self-study), with 10 student hours for each unit of credit. Therefore, a 20-credit module will map onto 200 student hours for example. The final Graduation Project is a 40-credit module that is delivered over two semesters.

All modules are core, which means that they must all be passed in order to gain the final BSc (Hons) Software Engineering Award.

Course specifications document link: [Software Engineering Course Specification.docx](#)

Key Staff, Contact Details and Staff Roles

The Key Staff and Contact Details are correct at point of publication. You will be notified of any changes.

Prof. Dr. Rasha Ismail
 Dean of Faculty of Computer and Information Sciences - Ain Shams University
fcisdeanoffice@gmail.com
rashaismail@cis.asu.edu.eg

Dr. Manal Tantawi
Unit Head of International Education (I.CHP)
chp@cis.asu.edu.eg
manalmt@cis.asu.edu.eg

Prof. Safaa Ameen
SWE Unit Head
safaa.ameen@cis.asu.edu.eg

Dr. Hanan Hindy
International Degree Coordinator & Academic Advisor
hanan.hindy@cis.asu.edu.eg

Dr. Abdulrazaq Abba
UEL Link Tutor
A.Abba@uel.ac.uk

Mr. Mohamed Ayad
SWE Course Secretary and Students' Affairs
info.chp@cis.asu.edu.eg

Dr. Arish Siddiqui
Head of Partnerships, School of Architecture, Computing and Engineering, UEL
a.siddiqui@uel.ac.uk

Mr. Thomas Scott
Academic Partnership Office (APO)
T.Scott@uel.ac.uk

For UEL Registry Inquiries:
Daniel Owardieh
d.owardieh@uel.ac.uk

Students' Affairs Inquiries: +20-02-26855585 (ext. 174)

Other Inquiries: +20-02-26855585 (ext. 323)

chp@cis.asu.edu.eg

UEL Academic Partnership Office:
+44 20 8223 2463 (apo@uel.ac.uk)

Course Operation and Student Registration

Course Delivery

At level 4, there will be a reliance on traditional methods of delivery consisting of a lecture Course with tutorial support. In addition, other methods of delivery, such as

Computer Underpinned Learning or research-based tasks, may be used; these styles are more student-centred and put more responsibility onto the students to achieve the intended learning outcomes.

Certain modules at level 4 lend themselves to group working and assessment or operate in a mode where written examinations are less appropriate. The Course team is very experienced in group assessment via its successful workshop modules.

At levels 5 and 6, whilst certain modules are delivered by traditional methods, there is more reliance on student-centred learning. Several modules take the opportunity to introduce students to research methods and encourage investigation of current published work.

You will be allocated to a tutorial group for each module of study. You are required to attend the group for which you are registered, and you may not attend an alternative group informally.

Examinations and other assessments undergo a rigorous quality assurance process as follows:

- Module lecturers write the questions and produce solutions with marking schemes.
- Another lecturer checks the assessment questions, solutions and marking scheme.
- Copies of the assessment questions, solutions and marking scheme are sent, via the University of East London, to one of the External Examiners for checking and approval.
- Following the examinations, student answers are marked by the module lecturers.
- A sample of students' marked work is reviewed for accuracy by another lecturer.
- Marked samples of student submissions are sent to the University of East London for review.
- External Examiners visit the University of East London and check the students' work and the lecturers' marking.
- The results are considered at assessment boards at the University of East London.

Course Organisation

The organisation and administration of the Course will be carried out through the following:

The Dean of FCIS

Prof. Dr. Rasha Ismail is the Dean of FCIS - ASU. She has overall responsibility for maintaining the high standards of quality and innovation in all the academic teaching and research activities.

The Course Leader

Dr. Manal Tantawi is the Course Leader for the BSc (Hons) Software Engineering Course. The Course leader coordinates the day-to-day business of Course and has overall responsibility for students on the Course. The role of the Course leader is to ensure guidance and support for the Course and students through the Course duration and is the first port of contact when Course level issues occur. The Course leader's responsibility is to resolve any issues that may arise at the Course level and will mediate between module leaders & the academic support team to drive and resolve Course level issues. For problems at a particular module, which have not been resolved by talking to the Module Leader, the matter should be brought to the Course Leader to resolve. Course Leaders are also responsible for liaison with Course Representatives for the year. They also have other duties, which vary from year-to-year and are often connected with quality improvement projects.

The Course Coordinator

Prof. Safaa Ameen is the Course Coordinator for the BSc (Hons) Software Engineering Course. The Course coordinator is responsible for ensuring that the Course is efficiently running in terms of student and staff time and all assessment tasks (coursework, examinations, etc) are appropriately handled according to submission dates and mapped to the Course and Modules' learning outcomes. She is additionally responsible for meeting the proper delivery of formative and summative feedbacks to students. Course coordinator is additionally accountable for the delivery and the academic management of all modules of the Course.

The Module Leaders

Module Leaders are responsible for delivery and academic management of the module, including all module assessment tasks. The module leader is responsible for the delivery of an individual module and is tasked with providing the students with the necessary lecture and tutorial material and assessing the work submitted. They are also responsible for the module accompanied assessment criteria, tasks guidelines, submission dates and ensuring the information regarding return of work to be clearly published to students. As far as possible, any problems or questions concerning individual modules should be addressed to the Module Leader. General academic advice can also be obtained from them.

The Course Management Team

The Course Management Team consists of the Course Leader, Course Coordinator, Module Leaders, School Administrators, and the Student Representatives. They are collectively responsible for day-to-day running of the Course. The team forms Course committees who hold regular meetings to discuss any issues that arise throughout the academic teaching and/or other subjects and these happen at least once per term.

External Examiners

External Examiners are responsible for providing an independent check that proper standards are being maintained and are allocated to modules by subject area. They

review each piece of assessment before it is available to students, review samples of work each semester, and review student feedback and results.

Circumstances in which student can access UEL directly

You will find that for most issues that arise during your studies academic and administrative staff at your location of study will be able to help, and further details are provided in this handbook. If, however you have concerns that lie outside the remit of these staff you can contact the UEL link person [see further details below] in the first instance who will be able to re-direct your enquiry as appropriate.

The UEL Academic Link Tutor is appointed to manage the relationship between the Course Leader at ASU-FCIS and UEL. Students may meet the UEL link person at Course committee meetings.

Please contact your local Student Support/Administrative Office if you have any queries, in the first instance. If you have been advised by your local office to contact UEL then please send an e-mail to the contact UEL then please send an e-mail to the UEL Academic Partnerships Office at apo@uel.ac.uk.

Study Timings and Registration

The academic year comprises two semesters:

- **First main semester (Fall):** Begins early September and lasts for 15 weeks.
- **Second main semester (Spring):** Begins early February and lasts for 15 weeks.
 - There is also an optional summer semester before the academic year, which begins late June and lasts for 7 weeks.
 - New students' enrolment in the Courses starts two weeks before the starting of the Fall semester, after fulfilling all the Courses requirements and paying the enrolment fees, as recommend by the Courses Administration Council and set by the Council of the Faculty of Computer and Information Sciences.
 - Registration for any semester takes place within two weeks before the starting day of the semester. Registration is not final until the full tuition fees of the semester are paid.
 - Registration in the Summer semester is optional.
 - The student must register 60 credits per semester. Registration is not final until the student pays the educational service fees for the semester.
 - The student may register in the Summer semester in a maximum of two modules, unless it results in graduating the student conditional the approval of the academic advisor.
 - Students enrolled in disciplinary program (formally known as mainstream) can transfer to CHP following the faculty transfer rules. In-between CHP transfer is also allowed. ASU modules' equivalency will take place for the modules studied in disciplinary programs or in the different CHP programs.
 - The Course academic regulations are available at <http://chp-cis.asu.edu.eg/index.php/important-bylaw-regulations/>
 - The Local Attendance and Engagement policy is available at <http://chp-cis.asu.edu.eg/index.php/important-bylaw-regulations/>

Your personal information is stored on your own **UEL Direct** account, and it includes your name, date of birth, term-time contact address, home address and email/phone

contact details. It is essential that you keep this information up to date. You can change your personal information at any time at [UEL Direct](#).

At present, you can use UEL Direct to:

- check which modules you are registered on;
- update student address details;
- view coursework and exam marks;
- access information on the components of your assessments

Course Management

- Students' support and guidance are provided through a range of resources. A welcome and induction process is starting in their first week, where all students are guided to their Course studies.
- Special attention is paid to the learning management system that helps students and staff members to intercommunicate effectively in terms of course material, assignment, term-work marks ... etc.
- The Course's learning management system is setup to have a page for each course studied during the semester. The student can access his courses from the main Course webpage.
- All electronic services provided to the students require the use of university e-mail, hence, it is created automatically for the student when he is first enrolled to the Course, and he retains this e-mail until he graduates.
- The University Management System (UMS) is the place where students can access all their academic records. It can be reached on the main Course webpage, which also provides brief information about the mission and vision of the Course, and the important dates related to student academic activities.
- Every student is assigned an Academic Advisor who is one of the faculty members and may continue with the student for the whole study duration. The Academic Advisor should follow-up with the student, assist him in selecting courses each semester, and request to place the student under probation for one semester.
- For each hour (lectures or tutorials) the instructor should have an office hour. It could be twice a week for 1.5 hours each. Office hours will be determined in the first class and will be posted on the instructor's office door.
- Students will be given a student handbook at the start of their Course study.

Students Involvement

There are different facilities that ensure students involvement:

a) **Students' Affairs Administration**

The students' affairs administration is chaired by the Vice-Dean for Education and Students' Affairs and is located in the faculty administration building. This administration has representatives at the Courses' administration offices (First Floor of the Extension Building). The secretariat of each Course (at the Courses secretariat office – First Floor of the Extension Building) also collaborates with the previous representatives in accomplishing the following tasks:

- Archiving of the students' files.
- Issuing the students' identity cards.
- Electronic recording of the students' course registration, add/drop, and withdraw.
- Processing the students' course evaluation at the end of each semester.
- Issuing the students' records at the end of each semester.
- Issuing the students' graduation certificates.
- Processing the students' appeals and requests.

b) Students' Union

The students' union is also under the general supervision of the Vice-Dean for Education and Students' Affairs. As part of the Faculty of Computer and Information Sciences, the Courses' students are members in the union and have similar rights and benefits as the mainstream students, including entering the union's yearly elections.

c) Financial Affairs Administration

The Courses' financial affairs administration, located at faculty administration building, is responsible for issuing the payment orders for the students' tuition fees at the beginning of each semester. The administration is also responsible for collecting the copies of the students' payment receipts, which should be presented by the students after making their payment at the faculty treasury. Students who fail to present copies of the payment to the Courses' financial administration risk having no payment records at the Courses.

d) Library

The faculty library provides a service specially designed to fulfil the requirements of all academic Courses. It is open for all Faculty members for reference use and borrowing. The faculty has a central library which serves students and researchers in various fields besides the Digital Library to provide an online service for users. There is (1) central library with (3) sections according to the following:

- The student library contains (1405) books.
- The teaching staff hall contains (3430) books.
- Digital Library Hall: The Digital Library serves to provide an online Service for users. It gives online access to the contents of the library, including books and theses. The digital library website:
http://srv2.eulc.edu.eg/eulc_v5/libraries/start.aspx.

The students' library has multiple copies of textbooks available for short-term borrowing to students. According to the Computer and Information Sciences Faculties libraries development project, annexed to the Ministry of Higher Education, the library is interconnected through the Internet with all the libraries of Computer and Information Sciences faculties nationwide. Library software system has been installed which contains all the modules to provide library services to the faculty community.

e) **ASU-FCIS Information Systems**

ASU-FCIS has a solid understanding of the importance of information systems in each aspect in the CHP academic environment. Hence, a comprehensive web portal has been created for CHP that has all information and services needed for the students, parents, and staff members. Learning Management System (LMS) is one of the available services at the ASU-FCIS portal for all students mainly to have their course materials posted regularly on it with a dedicated protected access to the courses. More importantly, a comprehensive University Management System (UMS) is another service that is available on the portal to all parties involved in the system. The student can use UMS to access his academic records, do course registration, request to open courses that are not offered, or even request advising appointment with his academic advisor.

Course Committees provide a formal structure for student participation and feedback on their course of study. Course committees provide a forum in which students can express their views about the management of the course, and the content, delivery and assessment of modules, in order to identify appropriate actions to be taken.

Key Dates

To include:

- **The ASU-FCIS Academic calendar is available at** <http://chp-cis.asu.edu.eg/index.php/academic-calendar/>
- **A link to UEL's academic calendar (available at:** <https://www.uel.ac.uk/study/student-life/starting/key-dates>

Module Specifications

Module specifications define each module of study on the course. They will include **learning outcomes** and the **aims** for each module. These documents form part of the 'definitive' documentation for the course. It is important to note that reading lists and indicative content are likely to change.

For the Module specs [click here](#)

Conduct

Where appropriate UEL policies on Academic Conduct, Academic Misconduct and Non-Academic Misconduct are included below. Please replace with local guidance on these areas if these are not applicable.

UEL has adopted a range of policies and procedures to help promote good behaviour and to identify the **standards of behaviour** that are required. These include regulations and procedures, and descriptors of the responsibilities of students. The Code of Conduct covers student behaviour and responsibilities.

More information:

The [Student Policies Student Conduct Team](#) (UEL login required)

Academic Misconduct and Plagiarism

For the purposes of university's regulations, **academic misconduct** is defined as any type of **cheating** in an assessment for the purposes of achieving personal gain. Direct students to the UEL links to guidance and policy on Academic Misconduct and Plagiarism or add your local content as appropriate.

- [Student Handbook page on Academic Misconduct and Plagiarism](#) (UEL login required)
- [Academic Integrity and Academic Misconduct Policy](#)

Research Integrity

Use the UEL information below or provide local information for students on Research Integrity as appropriate.

The University adheres to its responsibility to support and promote the highest standards of **rigour and integrity** and embed a culture of honesty, transparency and care and respect for all participants and subjects of research. The University is committed to ensuring that research is conducted with integrity and good research practices are upheld. Please follow the link below to learn more.

Non-Academic Misconduct

Non-academic matters of student discipline will be governed by the policies regulations, and procedures of the academic partner institution. The exception to this is where non-academic disciplinary issues arise on University of East London premises. Under these circumstances, UEL disciplinary and misconduct policies will apply.

[UEL Policy for Non-Academic Misconduct](#)

[Local policies for non-academic misconduct.](#)

Harassment and Sexual Misconduct

As part of our commitment to fostering a safe and respectful living environment, all students are required to review and understand FCIS-ASU policies on harassment and sexual misconduct. This includes engaging with mandatory training designed to help students recognise, prevent, and respond to inappropriate behaviours. By 1st August 2025, FCIS-ASU will have a single, comprehensive source of information outlining these policies, including guidance on reporting incidents, accessing support services, and understanding investigation and resolution processes. Further details will be located [here](#).

Freedom of Speech

Throughout your course, there will be opportunities to debate on different topics, some of which some may be controversial and challenging. Being able to debate these topics is an important part of your development both at your time here and in your future. To support this, we have developed further information and guidance in our UEL Freedom of Speech Statement, alongside a Code of Practice and Frequently Asked Questions.

UEL have adopted the Universities UK definitions of freedom of speech and academic freedom, and for guidance these are set out below:

Freedom of speech means everyone has the right to express lawful views and opinions freely, in speech or in writing, without interference.

Academic freedom means protecting the intellectual independence of academics to question and test received views and wisdom, and to put forward new ideas and controversial or unpopular opinions, without placing themselves in danger of losing their jobs or privileges or reducing the likelihood of them securing promotion or different roles at the university.

More information

- [University's Student Policies](#)
- [Freedom of Speech | University of East London \(uel.ac.uk\)](#)

Teaching, Learning and Assessment

Details of Local Teaching and Learning Approaches

- The Course is a credit system leading to the Bachelor of Science Degree (Honours) after completing 360 credits. Student evaluation is based not only on final exam, but also on midterm exams, quizzes, assignments, course projects, presentations, essays, in/out of class participation and many other innovative activities.

- Course instructors in the Course are carefully selected from the distinct full-time world-class faculty members of the Faculty of Computer and Information Sciences at Ain Shams University.
- With most of the modules being delivered over the whole year there is excellent scope for formative assessment to stretch and extend. Thus, a key feature is the emphasis on formative feedback and guidance to enable students to develop full understanding of the topics of study, prior to assessment taking place. Feedback will be available within 15 days from the assessment date. Feedbacks are announced via different means (LMS, emails, student boards, etc.).
- Assessment for these Courses takes the form of examinations, course works, presentations and time constrained assessments.
- Each module syllabus should contain: course objectives, textbook, outline, material, assessments, grading policy and outcome. Outline should contain sections covered every week with reference to chapters/sections in the textbook. The instructor should give the module syllabus to the students in the first class. The syllabus serves as a contract between the instructor and the students.

Details of Assessment Arrangements

a) Passing Modules

The student must achieve a minimum of 40% in a module in order to pass a module.

b) Incomplete Modules

If a student does not pass the module, another set of assessments (resits) are conducted after the semester's final exams (during the resit period). The marks of the resit are capped at 40% unless extenuation is granted.

c) Modules opportunities

A module resit is considered a second opportunity. If a student fails at the second opportunity, they will be given a maximum of two further opportunities (opportunity three and opportunity four).

The third opportunity requires full attendance of the module in the next academic year. The fourth opportunity will be a further resit. In each case the final mark is capped at 40% unless extenuation is granted.

d) Repeating a year

If a student fails to achieve 60 credits within an academic year they may, at the discretion of the Exam Board, be asked to leave the course. The student will only be allowed to repeat an academic year twice at most during their studies (with mark uncapped).

Degree Classification

Where a student is eligible for an Honours degree by passing a valid combination of modules to comprise an award and has gained a minimum of 240 UEL credits at level 5 or level 6 on the current enrolment for the Course, including a minimum of 120 UEL credits at level 6, the award classification is determined by calculating:

The arithmetic mean of the best 100 credits at level 6	x	0.8	+	The arithmetic mean of the next best 80 credits at levels 5 and/or 6	x	0.2
--	---	-----	---	--	---	-----

and applying the mark obtained as a percentage, with all decimal points rounded up to the nearest whole number, to the following classification

70% - 100%	First Class Honours
60% - 69%	Second Class Honours, First Division
50% - 59%	Second Class Honours, Second Division
40% - 49%	Third Class Honours
0% - 39%	Not passed

Grades of the Software Engineering Course modules

The points of each credit hour are computed as follows:

<i>University of Ain Shams</i>			<i>University of East London</i>
<u>Percentage of Total Mark at ASU</u>	<u>Grade</u>	<u>Points for GPA</u>	<u>Percentage Equivalent at UEL</u>
97% and Higher	A+	4.0	95% and Higher
93% to less than 97%	A	4.0	82% to less than 95%
89% to less than 93%	A-	3.7	70% to less than 82%
84% to less than 89%	B+	3.3	66% to less than 70%
80% to less than 84%	B	3.0	63% to less than 66%
76% to less than 80%	B-	2.7	60% to less than 63%
73% to less than 76%	C+	2.3	56% to less than 60%
70% to less than 73%	C	2.0	53% to less than 56%
67% to less than 70%	C-	1.7	50% to less than 53%
64% to less than 67%	D+	1.3	45% to less than 50%
60% to less than 64%	D	1.0	40% to less than 45%
Less than 60%	F	0	Less than 40%

Assessment and Feedback Policy available at:

<https://ums.asu.edu.eg/App?redirectUrl=https%3A%2F%2Fums.asu.edu.eg%2F#ScrollElement>

Assessment and feedback are fundamental parts of your learning experience. The UEL Assessment and Feedback Policy seeks to:

- actively promote student success and academic achievement;

- provide clear, accurate, accessible information and guidelines to all staff and students on assessment and feedback;
- maximise the potential for consistency and fairness in assessment;
- locate assessment and feedback as an integral part of learning and teaching processes.

Every component of assessment that contributes to an award, at all levels, is subject to internal and External Examiner moderation. This ensures the maintenance of standards both internally and in comparison, with similar Courses delivered at other higher education institutions. The UEL Assessment and Feedback Policy outlines the process for the various stages of the marking process and is available at <https://www.uel.ac.uk/Discover/Governance/Policies-Regulations-Corporate-documents/Assessment-and-Feedback-Policy>

The UEL Skills Curriculum has been designed to ensure that you are taught, have the opportunity to practice, and are assessed in three skillsets: Learning Skills, Professional Skills and Research Skills. These Skills are developed within your Course of study. Further information is available at: <https://www.uel.ac.uk/discover/governance/policies-regulations-corporate-documents/student-policies/skills-curriculum>

The UEL Skills Portal has been designed to act as a single gateway to a whole range of skills support that will help you progress through your studies. From tips on academic writing, using IT, to guidance on time management and exam revision - all of the resources in the UEL Skills Portal have been designed to support your learning and achievement, refer to <https://uelac.sharepoint.com/LibraryandLearningServices/Pages/Skillzone.aspx>

As a student, you will be taught how to write correctly referenced essays using **UEL's standard Harvard referencing system from Cite Them Right**. Cite them Right is the standard Harvard referencing style at UEL for all Schools apart from the School of Psychology which uses the APA system. This book will teach you all you need to know about Harvard referencing, plagiarism and collusion. The electronic version of "Cite Them Right: *the essential referencing guide*" 9th edition, can be accessed whilst on or off campus, via UEL Direct. The book can only be read online and no part of it can be printed nor downloaded.

Further information is available at the weblinks below

Harvard referencing

<https://uelac.sharepoint.com/LibraryandLearningServices/Pages/Harvard-Referencing-.aspx>

Academic Integrity

<https://uelac.sharepoint.com/LibraryandLearningServices/Pages/Academic-integrity.aspx>

Assessment Criteria

A student's performance will be marked and graded according to pre-specified and clear assessment criteria. These will normally be presented in one document combining marking and grading criteria. Further details can be found in section 2.3 of the Assessment and Feedback Policy and can be found at: www.uel.ac.uk/qa/policies/assessmentpolicy/

As your degree progresses, you will be assessed in a number of different ways. In addition to examinations, you will have a range of coursework assessments such as reports or presentations, for which you will be given clear guidance by the module leader including how you will be assessed for that piece of work.

The section below gives you a general guideline of what we are looking for at different levels of the Course.

Level 4

- You can present factual information.
- With some help, you can analyse and evaluate the information presented and draw some conclusions.
- You can follow guidelines in creating solutions to straightforward problems.

Work of a better standard usually reflects an approach where; you have required little guidance in producing your work.

- You have shown initiative where appropriate.
- You meet your obligations to others.
- You have fully appreciated the complexity of a task and managed your time and resources accordingly.
- Your work is presented with care and forethought.

Level 5

- Your work displays a detailed knowledge of the topic. You are aware of other contexts that can be applied to this knowledge.
- With some guidance, you can analyse data and situations in a range of different contexts.
- You can take information gathered or the ideas of others and re-format it to your own purpose.
- You can select appropriate evaluation techniques. You can use these to evaluate your own findings.

Work of a better standard usually reflects an approach where, you have required minimal assistance if any assistance.

- You have been particularly creative in devising and implementing your chosen solution.
- You have identified the key elements of problems and chosen the appropriate strategies to resolve them.
- You have communicated your work in a clear and concise manner.

Level 6

- Your work displays a comprehensive and detailed knowledge of the topic with areas of specialisation showing depth of understanding.
- You are aware of current developments.

- Without guidance, you can analyse data and situations in a range of different contexts.
- You can develop creative and innovative solutions with little guidance.
- You can review evidence critically and use your findings to support conclusions and recommendations.

Work of a better standard usually reflects an approach where you have not required any assistance.

- You have proved you can manage your own learning and make full use of a wide range of resources.
- You have been confident in your ability to solve problems.

You have communicated your work in a thoroughly professional and coherent manner.

Academic Partner institutions will follow the principles of all UEL Teaching, Learning and Student Policies but there may be small differences in the local application of processes.

- [Student Handbook page on Assessment and Feedback \(UEL login required\)](#)
- [Student Policies](#)

Library and Resources

a) Local library and IT resources

ASU-FCIS has a central library which serves students and researchers in various fields besides the Digital Library to provide an online service for users. There is (1) central library with (3) sections according to the following:

- The student library contains (1405) books.
- The teaching staff hall contains (3430) books.
- Digital Library Hall: The Digital Library serves to provide an online Service for users. It gives online access to the contents of the library, including books and theses. The digital library website:
http://srv2.eulc.edu.eg/eulc_v5/libraries/start.aspx.

Other learning resources are the Egyptian Bank of Knowledge (EBK) through the website: <http://www.ekb.eg/> “Egyptian Knowledge Bank”, is one of the largest national projects that is concerned with education in Egypt. It aims to provide huge and diversified sources for knowledge and culture for free. It comes after contracting with several international publishing houses to publish their contents in all scientific and cultural disciplines, to have the system for the new Egyptian Cultural Revolution completed. Generally, 25 global publishing house and specialised companies were contracted to provide their contents & technologies.

E-Mail Services involved a developed Cooperation of the University with Microsoft Corporation to Serve Undergraduate and Postgraduate Students offering new features for the official e-mail users.

b) Other Local Resources Relevant to Support the Course

The faculty offers students Training Support through the faculty's **iHub Unit**, which aims to be a centre for innovation in technology and entrepreneurship, as to form a link between academic study and labour market. It provides technical and professional development to the students by offering training Courses to serve students and graduates at the same time. These training Courses aim to develop the creative sense of the trainees in order to integrate them into creative and innovative works that would serve the Information Technology field and the community. It emphasizes on the overlap between the different disciplines in various fields and at various levels.

FCIS Graduates unit revives the post-graduation engagement. It focuses on the rehabilitation of the graduates to the work environment to meet the needs of national and international software houses and IT companies. The unit aims to reach out for the graduates, make use of their expertise in the job market and get to know the required services that can be offered by the faculty to them.

Employability and Career Development Centre (ECDC) is a Centre constructed through the collaboration between Ain Shams University and the American University, it has a permanent headquarter in Ain Shams University. It provides special training Courses for students in order to develop their capabilities in the professional and employment fields. The centre aims to guide the trainee to his excellence and weaknesses points, and how to raise points of excellence and overcome weaknesses.

In general students have access to over 280 modern computers. Faculty members and employees have access to over 100 additional computers. The databases and information systems of faculty staff members, their assistants, students, graduate students, expatriates, administrators and libraries have been developed and updated. The databases are continuously updated.

The Faculty of Computer and Information Sciences has a website through the main website of Ain Shams University. The website is: <https://cis.asu.edu.eg/>. The website provides various services for students and faculty members by presenting the internal regulations of the bachelor's degree courses as well as post-graduate education. The site is being developed and data recorded within it are consistently updated. The contents of the various educational materials are displayed. The course schedules and exam results are announced at the end of the semester. The site is available in Arabic and English so that the user can choose the appropriate language. This site is regularly updated by site administrators and college administration. E-mail access is also available to the faculty members and the assistant staff and the students on the website of the College.

In order to update the educational services to the international standards, an online portal was developed in order to open the access to students and staff members to perform efficiently online. Students can view their courses, submit

coursework and view their grades. Staff members can upload their lectures, view the online submissions and grade online. An information technology unit was set up for the electronic portal of the college to be the main focus of interaction between students and faculty.

- You are entitled to access UEL Library, Archives and Learning Resources online (subject to licence allowances) once you have received your UEL Network ID and Password.
 - A UEL Access card will be required if you want to access the library buildings. (see student support section above).
- For information on the resources available to you to support you in your studies, please see the library [Subject Guides](#)

More information

[Information on the UEL Library and Learning Resources Library, Archives and Learning Services](#)

Referencing

Direct students to the UEL information below or provide local information for students on referencing as appropriate.

As a student you will be taught how to write correctly referenced essays. UEL's standard **Harvard referencing** system is from *Cite Them Right*. Cite them Right is the standard Harvard referencing style at UEL for all Schools, however professional body requirements will take precedence for instance the Psychology Department within the School of Childhood and Social Care which uses the APA system.

- [Student Handbook page on Cite Them Right](#) (UEL login required)

Problems Completing an Assessment

You may be in a position where you cannot submit your coursework or take an exam due to circumstances that are:

- unforeseeable - in that you could have no prior knowledge of the event concerned, and
- unpreventable - in that you could do nothing reasonably in your power to prevent such an event and expected to have a serious impact on performance.
- Expected to have a serious impact on performance.

This course will be subject to the same principles as applied to UEL courses but with local application of the process.

More information on support available to you can be found via the [mitigation webpages](#) (UEL login required)

Attendance and Engagement

Teaching Policy

Language: English language should be used for lecturing, discussions, exams, and all verbal and electronic communications. Use of Arabic language is strictly forbidden even in one-to-one conversation between the instructor and the students.

Module Syllabus: Each module syllabus should contain: module objectives, textbook, outline, material, assessments, grading policy and outcome. Outline should contain sections covered every week with reference to chapters/sections in the textbook. The instructor should give the module syllabus to the students in the first class. The syllabus serves as a contract between the instructor and the students.

Textbook: The instructor is free to select/recommend a textbook, but it should be international and available. The textbook information should be provided to the administration office or the unit head before the first class of the module.

Attendance: Attendance is taken in lecture and tutorial classes. It is assigned a percentage based on the grading policy. Students should not be allowed to enter the class after 5 minutes from the scheduled time. No eating, drinking, or mobile use in the class. If the student wants to leave the class for any reason, he will not be allowed to come back to the class. The student's attendance should not be less than 75% during the course. Otherwise, the student should not be allowed to attend the final exam.

Assignments: Assignments are given every week (spelled out in the course syllabus), preferably from the textbook. Instructors are allowed to drop the least assignment from the grade. The assignment is collected at the end of the tutorial period of the next week. Instructors may grade only selected problems from the assignment. The graded assignment should be returned and discussed with the class.

Quizzes: Unannounced quizzes are given in the tutorials to force the students to study and be ready all time. The quiz is given at the end of the session for 15 minutes max. Up to 6 quizzes can be given and the least one can be dropped from the grade. The graded quiz and the model answer should be returned the following tutorial and discussed with the class.

Exams: One midterm exam should be given. Time should be indicated in the module syllabus. The midterm exam should be given during the 7th-8th week. This exam will be held during lectures/tutorials based on course progress. The graded midterm exam and its model answer should be returned and discussed with the class. The instructor can arrange for a bigger or more suitable room for the midterm exam. The final exam should be a comprehensive exam covering all material. Instructors may select to have all exams open-book or closed-book.

Support for Students

Local Arrangements for Academic and Pastoral Care for Students

- Course teams must ensure that Academic Advisors have the knowledge and skills to carry out the role. The role includes helping students to understand:
 - i. The academic and related skills required for successful study.
 - ii. The need for self-direction and responsibility for own learning.
 - iii. Their learning needs beyond their current courses and immediate assessments.
 - iv. An opportunity to identify areas of weakness.
 - v. Where to find information, help and support.
 - vi. Clarification of aims and choices for progression, employment and further study [internship opportunities].
- Academic Advising in ASU-FCIS:
 - i. Must exist for every year.
 - ii. Must form part of the student induction process especially for General Level Year Students.
 - iii. Must be used as a mechanism, to identify “students at risk”.
 - iv. Must happen at critical moments in each semester. [week 1 & 8]
- Course teams must carefully manage the Academic Advising system so that students understand its role and know how to access it.
- Academic Advising needs to be carefully managed with its importance being emphasised:
 - i. During the induction period for each Level of the Course.
 - ii. In student handbook.
 - iii. By Academic Advisor.
 - iv. By Course Instructors-via class announcements.
 - v. Via email and UMS.
- Unit Heads agree on procedures and systems to manage Academic Advising. These will include:
 - i. Allocation of Academic Advisors for all Levels.
 - ii. Ensuring students are informed.
 - iii. Delivery of Academic Advising.
 - iv. Identification of students at risk.

Local Personal Tutor Support

- Course teams must meet the minimum requirements for delivery of Academic Advising.
 - Meet in weeks 1 and 8 each semester.
 - Identify issues and agree on strategies.

- Keep a record of meetings [UMS+ student copy].
 - Feedback on issues and actions taken as appropriate.
 - Advertise office hours when 1:1 appointment can be made according to Advisor and student Schedule.
- Advisor need to be clear about the focus of the meeting:
 - i. Check that student has settled into the Course.
 - ii. Identify any concerns the student may have.
 - iii. Review student's progress [preferably quantitative].
 - iv. Review and offer advice on student's performance in assessments/exams.
 - v. Address concerns about performance or attendance.
 - vi. Review progression or career plans [internship].
 - Meeting -encouraging change
 - i. Encouraging change -telling or helping?
 - ii. Giving constructive feedback
 - iii. Discussing options
 - iv. Agreeing on actions –SMART targets
 - v. Producing a realistic plan of action
 - vi. Getting commitment
 - vii. What's going well?
 - viii. What could go better?
 - Follow-up from meetings –ensuring action
 - i. What actions are required by the student or by the Academic Advisor?
 - ii. Does this involve liaison with:
 - Course Instructors?
 - Unit Heads?
 - Vice Director?

Local Careers Advice

- Course teams must ensure that staff acting as Academic Advisors are aware of relevant learner support services.
- Academic Advising is only a part of Learner Support:
 - i. Employability Skills (through events)
 - ii. Student Activities
 - iii. The library
 - iv. Disability issues
 - v. The Student Union

Employability and Career Development Centre (ECDC) is a Centre constructed through the collaboration between Ain Shams University and the American University, it has a permanent headquarter in Ain Shams University. It provides special training programs for students in order to develop their capabilities in the professional and employment fields. The centre aims to guide the trainee to his excellence and weaknesses points, and how to raise points of excellence and overcome weaknesses.

Local Arrangements for Supporting Students with Disabilities/ Dyslexia

Faculty of Computer and Information Sciences provides support and equal opportunity for learning to its diverse community especially to those with disability. The faculty aimed that they experience the same level of equality and meet the same level of academic potential. The objectives are:

- i. Ensure the accessibility to all faculty facilities.
- ii. Ensure that admission requirements do not hinder anyone from enrolment by unnecessary barriers.
- iii. Encourage people with disability to courses admission by providing any possible support.
- iv. Determine the needs of the disable and support staff to deal with their needs.

The student should fill in the form describing his/her conditions to request for disability services. According to each case, the faculty can provide:

- i. Quiet areas for exams equipped with the required physical changes.
- ii. Providing staff members assisting for writing in exams.
- iii. Extra exam time.
- iv. Extended deadline for the assignments and attendance.
- v. Providing special seating place in class.
- vi. Providing large print hand-outs and verbal description for visual aids.

Academic Partner students will have accessed to the following UEL Career Zone services that can be access on the Career Zone platform:

- Digital resources: such as AI CV and cover letter review with CareerSet, interview practice with Shortlist.me, online psychometric testing practice with Graduates First, and global jobs board and in country careers guides through GoinGlobal.
- East London Edge Programme
- Events
- Jobs board

More information

[CASE website](#) (UEL login required)

As part of the arrangement between (FCIS - ASU) and UEL, you may be issued a UEL Student Access/ID Card which would be given to you by your home institution. Please contact the relevant support services at your institution to ask if this is available to you. This Access Card will give you access to all appropriate UEL facilities in London, UK. Please note that the standard UEL fee for replacement Access cards apply in case your card goes missing or gets broken.

For UK based students only: Please note that if you apply for an “18+ Oyster card” in London, you should apply under the institution name where your studies take place, i.e. your home institution, not UEL.

Student Services is responsible for nurturing wellness, supporting individual needs, helping students in crisis and enabling positive experiences through on-campus accommodation and extra-curricular activities. Working in partnership across academic schools and professional services, our teams seek to provide a network of support throughout the student journey and aim to optimise student success.

Full details of all our services are available on our [Student Services Homepage](#) (UEL login required)

Complaints & Appeals

Academic Partner institutions are responsible for operating their own Complaints Procedure. Upon exhaustion of the partner institution's Complaints Procedure, students will be entitled to access Stage 3: Part 14 of the Manual of General Regulations [UEL's Complaints Procedure](#) which shall be administered by UEL.

Students applying to Stage 3: Review of UEL's Complaints Procedure, must provide evidence that they have exhausted the partner institutions Complaints Procedure. Where UEL receives an application to Stage 3: Review of its Complaints Procedure and the student is unable to provide evidence that they have exhausted the partner institutions Complaints Procedure, the complaint shall be referred back to the partner institution.

All academic partner students have access to the [UEL Student Academic Appeals procedure](#). UEL Complaints and Appeals Team will administer the process and advise partner institution staff if required.

- [Student Handbook pages on Appeals and Complaints](#) (UEL login required)
- [Complaints Procedure](#)

Equality and Diversity

Academic partners will follow the principle and practice of the UEL Equality and Diversity Policies but may have their own local policies in addition.

ASU Equality and Diversity Strategy

- ASU commits to ensuring equality and diversity in its campus. Equality is ensured for everyone regardless any grounds of discrimination such as gender, age, colour, disability and religion.
- ASU supports a safe environment for both working and studying. The university environment must be free of bullying, harassment, and any form of discrimination. Any act of the aforementioned will not be tolerated, and any complaints will be taken

seriously. Anyone who feels being subjected to these acts is encouraged to raise complaints.

- All academic staff members, students and employees are supposed to treat each other with mutual respect and fairness. Everyone should respect the presence of individual differences, diversity in culture, personal opinions and beliefs.
 - Equal opportunities and access to facilities are allowed for all staff and students. Each staff member or student is given full support to develop their skills and talents. Selection for employment, promotion, training, or any other benefits will be based on aptitude and ability.
- [UEL's Equality and Diversity Strategy](#)
 - [Student Protection Plan](#)

Award Certificates and Graduation

- Issuing transcripts of results to students, and award certificates to successful students on Courses.
- The student who achieves an accumulative GPA of 3.6 or higher after any semester and did not fail any course throughout his course of study is included in the Dean's List.
- Students who manage to fulfil all graduation requirements are awarded a dual B.Sc. degree from ASU–FCIS in Software Engineering and UEL in Software Engineering.

Your home institution may hold its own graduation ceremony at which UEL will be represented where possible.

You will also be invited to a UEL Graduation Ceremony.

More information

[Graduation Ceremony website](#)

Alumni

As a UEL graduate, you will have full access to our alumni services after you have been awarded your degree.

More information

[UEL Alumni Network website](#)

Quality and Standards

You are enrolled on a course of study leading to the award of a degree of the University of East London (UEL). As such, you are regarded as a student of the University of East London as well as [FCIS – ASU](#) and both institutions work together to ensure the quality and standards of the course on which you are registered.

The final responsibility for all quality assurance, validation and standards' matters rests with UEL.

Further information on Quality and Standards is available in UEL's Student Handbook.

More information

[Student Handbook page on *Quality and Standards* \(UEL login required\)](#)

Key Links

UEL policies and procedures are here:

- [Manual of General Regulations](#)
- [Student Policies | University of East London \(uel.ac.uk\)](#)
- [Research Integrity and Ethics Document page](#)
- [Student Protection Plan](#)
 - [Academic Appeals](#)
 - [Academic Integrity](#)
 - [Academic Tutoring](#)
 - [Accreditation of Experiential Learning](#)
 - [Assessment and Feedback Policy](#)
 - [Complaints procedure](#)
 - [Counselling](#)
 - [Disability support](#)
 - [Engagement & Attendance Policy](#)
 - [Extenuation Procedures](#)
 - [IT Support](#)
 - [Library Resources](#)
 - [Manual of General Regulations](#)
 - [Mentoring](#)
 - [Office for Institutional Equity](#)

- [Referencing guidelines](#)