

STUDENT HANDBOOK

ACADEMIC YEAR 2023-2024

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Chapter 1: Introduction

Eton University Student Handbook is your comprehensive guide to our institution. Here, you will find vital information about our academic policies, degree programs, student services, and admissions and graduation requirements.

Please note that this handbook is subject to revisions, and we will keep you informed of any updates. We are thrilled to have you as part of our academic community and wish you a transformative and rewarding experience at Eton University.

Welcome to Eton University!

1.1 About Eton University: History, Mission and Vision

Once upon a time, a visionary idea was born—a belief that quality higher education should be accessible to all, regardless of geographical limitations. With this vision in mind, Eton University embarked on a remarkable journey that spanned across the globe.

In the year 2010, Eton University took its first steps and found its foundation in the beautiful land of Belize, America. It was here that the seeds of knowledge were planted, as passionate educators and dedicated individuals came together to create a new institution of learning. The spirit of Eton University began to take shape, driven by a commitment to providing excellence in education.

As time went on, Eton University's influence and reach grew stronger. On April 22nd, 2013, a significant milestone was achieved as Eton University was officially incorporated in the State of Delaware, USA. This marked a pivotal moment in the institution's history, solidifying its presence and laying the groundwork for a global educational enterprise.

Recognizing the need to connect with diverse student populations around the world, Eton University established recruitment centers in strategic locations. These centers became beacons of opportunity, spreading the message of accessible education and fostering partnerships with individuals from different corners of the globe. Today, Eton University proudly extends its reach with recruitment centers in the United Kingdom, United Arab Emirates, Turkey, and Bahrain, enabling students from various backgrounds to access its programs.

At Eton University, the programs we offer are thoughtfully designed to meet the ever-shifting demands of the market and align with the busy lifestyles of today's learners. We understand that flexibility is key, and thus our curriculum is structured to accommodate the unique needs of each student. Through our innovative Virtual Campus, students can engage in distance learning that adapts to their schedules, allowing them to balance their academic pursuits with other commitments.

Diversity is at the heart of Eton University, and we take great pride in our multicultural community. Our academic advisers and staff hail from over 14 nationalities, spread across four continents. This diverse tapestry of backgrounds, perspectives, and experiences enriches the learning environment, fostering a global perspective and promoting cross-cultural understanding. Our dedicated team works tirelessly to ensure that each student's welfare, education, and success are maximized, providing a supportive network that spans the globe.

As we reflect on the journey of Eton University, we stand here today with a deep sense of purpose and a commitment to empowering future leaders. Our story is one of growth, adaptability, and a relentless pursuit of educational excellence. We invite you to be part of this extraordinary narrative, to join our community, and to embrace the boundless opportunities that Eton University offers.

Welcome to Eton University, where education knows no borders, and dreams know no limits. Together, we will embark on a transformative journey that will shape the leaders of tomorrow.



MISSION

Eton University's mission is to provide globally accessible, quality higher education programs that combine both theoretical and practical knowledge, equipping students with strong academic and professional skills required to excel in their careers.

By collaborating with various organizations and educational institutions around the world, we ensure to continuously provide our students with newly developed curriculums, excellent resources, latest study technologies and flexible education pathways.

Our highest purpose is to foster society through encouraging lifelong learning and by producing graduates whose education ensures they are confident, critical thinkers ready to easily adapt to changes, and lead in a way that positively affects their communities.

VISION

Eton University aspires to be a globally recognised leader in higher education known for:

Its commitment to excellence in academic programs that cultivate responsible, global citizens who are ready to take on the societal challenges;

Educational opportunities delivered in accessible, flexible and affordable manner that promotes inclusivity and lifelong learning;

Supporting diversity of faculty, staff and students, and creating opportunities where they can attain their professional goals and set leadership models.



1.2 Welcome message from the President

Dear Students,

On behalf of the entire Eton University community, it is my honour and privilege to extend a warm welcome to each and every one of you. As the President of Eton University, I am thrilled to embark on this incredible journey of learning and growth together.

Today, Eton University stands as a global educational institution with world-class education, enabling students from diverse backgrounds to access our distinguished programs. We understand that the demands of the market are ever-shifting, and we are committed to equipping you with the knowledge and skills necessary to succeed in today's dynamic world.

As you embark on your educational journey at Eton University, you will be part of a vibrant and diverse community. Our academic advisors and staff represent multiple nationalities spread across four continents, fostering an environment that celebrates diversity, promotes cross-cultural understanding, and nurtures a global perspective. Your interactions with fellow students and faculty members will provide you with unique insights and experiences.

Through our state-of-the-art Virtual Campus, we offer flexible distance learning tuition, enabling you to engage in your studies on your own terms. Our dedicated team is here to support you every step of the way, ensuring that you have the tools, resources, and guidance to thrive academically and personally.

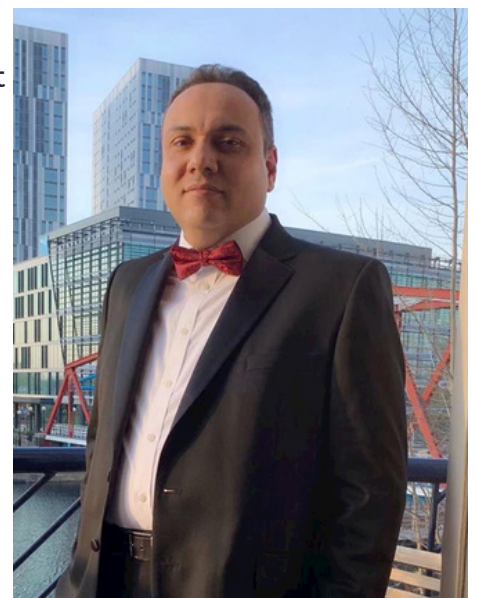
As you explore the pages of this Student Handbook, you will find a wealth of information, resources, and opportunities that await you. Eton University is not just a place of learning; it is a vibrant community where dreams are nurtured and potential is realized. I encourage you to seize every opportunity, to explore your passions, and to push the boundaries of your knowledge.

As we embark on this transformative journey together, I want you to know that your dreams have no limits within the walls of Eton University. Your commitment to education and your relentless pursuit of excellence inspire us all. Your presence here enriches our community, and we are honoured to have you as part of the Eton family.

Welcome to Eton University! May your time here be filled with endless possibilities, meaningful connections, and extraordinary achievements.

With warm regards,

Dr. Ahmed Ibrahim, President of Eton University



Chapter 2: Academic Policies and Procedures

In this section, you will find a compilation of the various policies and regulations that govern our institution. We believe that familiarity with these policies is essential for creating a safe, inclusive, and productive learning environment for all students.

This chapter serves as a guide to help you understand and adhere to the university's policies on academic integrity, code of conduct, attendance, grading, and more. By acquainting yourself with these policies, you can navigate your academic journey at Eton University with confidence, knowing the standards and expectations that contribute to our vibrant and respectful community.

- [Diversity & Inclusion](#)
- [Academic Integrity](#)
- [Student Conduct](#)
- [Appeal & Complaint](#)
- [Admission Policy](#)
- [Re-admission Policy](#)
- [Enrollment Status Policy](#)
- [Tuition Fee Policy](#)
- [Credit Transfer Policy](#)
- [Recognition of Prior Learning Policy](#)



Chapter 3: Program Catalogue

This chapter provides an overview of the diverse range of academic degree programs currently offered at our institution. We believe in the power of education to transform lives, and our comprehensive program offerings are designed to cater to a variety of interests and career aspirations. Whether you are passionate about business, technology, education, or any other field, this catalogue will serve as a valuable resource to explore and understand the programs available to you and empower you to make informed decisions about your academic path at Eton University.

English Department Programs

Foundation Year-All Pathways

OTHM Level 3 Foundation Diploma for Higher Education Studies

College of Education

Diplomas

OTHM Level 4 and 5 Diploma in Education and Training Management

OTHM Level 6 Diploma in Teaching and Learning

OTHM Level 7 Diploma in Educational Management and Leadership

Diploma in TESOL

Postgraduate Certificate in Education (PGCE)

Bachelor's Degrees

BA in Education and Training

Master's Degrees

MA Education Management and Leadership

MA TESOL

College of Business and Information Technology

Diplomas

OTHM Level 5 Extended Diploma in Business Management
OTHM Level 6 Diploma in Business Management
OTHM Level 7 Diploma in Strategic Management and Leadership
OTHM Level 7 Diploma in Project Management
OTHM Level 7 Diploma in Health and Social Care Management
OTHM Level 7 Diploma in Coaching and Mentoring
OTHM Level 4, 5 and 6 Diploma in Information Technology
Diploma in Engineering Management
Advanced Diploma in Engineering Management (Postgraduate)
Diploma in Supply Chain Management
Advanced Diploma in Supply Chain Management (Postgraduate)
Diploma in Business Administration
Postgraduate Diploma in Business Administration

Bachelor's Degrees

Bachelor in Business Management
BSc. in Information Technology and Software Engineering

Master's Degrees

Master of Business Administration
MSc in Project Management
MA Tourism and Hospitality Management
MA Health and Social Care Management
MA in Coaching and Mentoring
MSc in Engineering Management
MSc in Supply Chain Management



Arabic Department Programs

College of Business

Undergraduate

Undergraduate Diploma in Business Administration

Diplomas

Diploma in Business Administration

Postgraduate Diploma in Business Administration

Diploma in Engineering Management

Advanced Diploma in Engineering Management (Postgraduate)

Diploma in Supply Chain Management

Advanced Diploma in Supply Chain Management (Postgraduate)

Bachelor's Degrees

Bachelor of Business Administration

Master's Degrees

Master in Business Administration

Msc in Engineering Management

Msc in Supply Chain management

Doctorate Degrees

Ph.D in Business Administration

College of Education

Bachelor's Degrees

Bachelor of Education

Master's Degrees

Master in Education

Doctorate Degrees

Ph.D in Education

College of Law

Bachelor's Degrees

Bachelor of Law

Master's Degrees

Master's in Public Law

Master's in Private Law

Master's in International Law

Master's in Maritime Law

Doctorate Degrees

Ph.D in Legal Studies

College of Psychology & Health

Bachelor's Degrees

Bachelor of Arts in Psychology

Master's Degrees

Master's in Psychological Counseling and Mental Health

Master of Arts in Special Education

Doctorate Degrees

Ph.D in Psychology



Chapter 4: Eton University's Curriculum

Eton University is renowned for its exceptional academic programs, which are designed by following either the UK or US curriculum. As an international institution, we offer a diverse range of programs that align with the educational standards of both the United Kingdom and the United States. Our commitment to providing high-quality education is reflected in our carefully crafted curriculum, tailored to meet the needs of our global student community.

We understand that students have different preferences and aspirations when it comes to their educational journey. Therefore, at Eton University, you will find programs that are specifically designed by combining vocational diploma with professional degree. This allows smooth transitions between educational levels and types of certifications, as well it allows students the freedom to choose the educational approach that best aligns with their interests and future goals.

Our UK-based programs adhere to the rigorous standards set by the British education system. The British system is popular for its vocational education which perfectly incorporates the innovative and practical elements to higher education system. These programs prioritize hands-on learning, and real-world application of knowledge, while still having emphasise on in-depth subject knowledge, critical thinking, and analytical skills. The UK curriculum is highly regarded worldwide and prepares students for further academic pursuits or professional careers.

Our students enrolled in US-based programs benefit from an entrepreneurial approach, where they are encouraged to think critically, collaborate effectively, and adapt to changing industries. The US curriculum nurtures a spirit of innovation and equips students with the skills needed to thrive in dynamic professional environments.

Eton University takes great pride in offering programs based on both the UK and US curricula, as this diversity allows students to explore different educational approaches and tailor their learning experiences to their unique interests and career aspirations. Whether you choose a UK-based program or a US-based program Eton University is dedicated to providing an enriching and comprehensive education.

4.1 Grading Standards: US Curriculum

In this chapter, we will outline the grading standards for the US curriculum programs at Eton University. It is important for students to understand these standards to assess their academic progress and maintain a satisfactory scholastic status. We will also provide an interpretation of various terms and their meanings within the context of grading at Eton University.

Grade Point Average Explained

The Grade Point Average (GPA) is a measure of a student's academic performance. It is calculated at the end of each quarter for all Eton University US curriculum based courses completed by the end of that quarter. The GPA consists of two components: the quarterly GPA and the cumulative C-GPA.

The quarterly GPA is determined by dividing the sum of grade points earned by the total number of Eton University decimally graded credits attempted in that quarter. Grade points are calculated by multiplying the course credits by the corresponding decimal grade earned.

The cumulative C-GPA represents the overall GPA and is calculated by considering all decimally graded courses attempted at Eton University throughout a student's academic journey. When a student repeats a course, only the most recent grade earned is used to calculate the cumulative GPA. The GPA is a crucial indicator of a student's academic performance and progress.

Understanding the grading system, earned credits, and GPA calculation methodology will help students navigate their academic journey effectively and make informed decisions about their courses and overall progress at Eton University.

Passing scores for undergraduate and graduate programs

The minimum passing grade for undergraduate level courses including Bachelor's degrees is 0.7; the minimum passing grading for graduate level programs including Master's degrees is 2.0, and finally, the minimum passing grade for Doctoral programs is 2.5. The university has developed a formula to equate decimal grades to percentages, as well as the translation to alphabetical grades; as shown in the following table:

| Percentage | Decimal Grade | Alphabet Grade |
|----------------|---|----------------|
| 95.00 - 100.00 | 4 | A+ |
| 94.00 - 94.99 | 3.9 | A |
| 93.00 - 93.99 | 3.8 | A- |
| 92.00 - 92.99 | 3.7 | A- |
| 91.00 - 91.99 | 3.6 | B+ |
| 90.00 - 90.99 | 3.5 | B+ |
| 89.00 - 89.99 | 3.4 | B+ |
| 88.00 - 88.99 | 3.3 | B |
| 87.00 - 87.99 | 3.2 | B |
| 86.00 - 86.99 | 3.1 | B |
| 85.00 - 85.99 | 3.0 | B |
| 84.00 - 84.99 | 2.9 | B- |
| 83.00 - 83.99 | 2.8 | B- |
| 82.00 - 82.99 | 2.7 | B- |
| 81.00 - 81.99 | 2.6 | C+ |
| 80.00 - 80.99 | 2.5 Minimum passing grade - Doctorate level | C+ |

| Percentage | Decimal Grade | Alphabet Grade |
|---------------|--|----------------|
| 79.00 - 79.99 | 2.4 Failing grade - Doctorate level | C+ |
| 78.00 - 78.99 | 2.3 | C+ |
| 77.00 - 77.99 | 2.2 | C |
| 76.00 - 76.99 | 2.1 | C |
| 75.00 - 75.99 | 2 Minimum passing grade - Graduate level | C |
| 74.00 - 74.99 | 1.9 Failing grade - Graduate level | C- |
| 73.00 - 73.99 | 1.8 | C- |
| 72.00 - 72.99 | 1.7 | C- |
| 71.00 - 71.99 | 1.6 | D+ |
| 70.00 - 70.99 | 1.5 | D+ |
| 69.00 - 69.99 | 1.4 | D+ |
| 68.00 - 68.99 | 1.3 | D+ |
| 67.00 - 67.99 | 1.2 | D |
| 66.00 - 66.99 | 1.1 | D |
| 65.00 - 65.99 | 1.0 | D |
| 64.00 - 64.99 | 0.9 | D- |
| 63.00 - 63.99 | 0.8 | D- |

| Percentage | Decimal Grade | Alphabet Grade |
|---------------|---|----------------|
| 62.00 - 62.99 | 0.7 Minimum passing grade- Undergraduate level | D- |
| 61.00 - 61.99 | 0.6 Failing grade - Undergraduate level | F |
| 60.00 - 60.99 | 0.5 | F |
| 59.00 - 59.99 | 0.4 | F |
| 58.00 - 58.99 | 0.3 | F |
| 57.00 - 57.99 | 0.2 | F |
| 56.00 - 56.99 | 0.1 | F |
| 0.0 - 55.99 | 0 | F |



Alphabetical notations on Eton University Transcript for US curriculum programs

Apart from the grades, certain notations can appear on the transcripts of UK and US curriculum programs. Here are the key interpretations:

UW (Unofficial Withdrawal): Credits with the UW notation are unofficially withdrawn and are not counted toward the minimum credits required for graduation.

W (Withdrawal): Credits with the W notation indicate official withdrawal from a course. These credits are also not counted toward the minimum credits required for graduation.

CT (Credit Transfer): Credits with the CT notation are transferred from other institutions and are counted toward the minimum credits required for graduation.

RPL (Recognition of Prior Learning): Credits with the RPL notation signify the recognition of prior learning experiences and are also counted toward the minimum credits required for graduation.

I (Incomplete): The grade of I indicates that a student has not completed all the required coursework for a particular course. It is typically given when a student has encountered extenuating circumstances that prevent them from finishing the coursework on time. The student is expected to complete the outstanding requirements within a specified timeframe as determined by the instructor. Once the requirements are fulfilled, the grade will be updated accordingly.

NC (No Credit): The grade of NC signifies that a student has not met the minimum requirements to receive credit for a course. It is typically given when a student's performance falls below the expected level or when a student has not fulfilled the necessary course requirements.

NP*(No Pass): The grade of NP indicates that a student has not achieved a passing grade in a course that is graded on a pass/fail basis. It implies that the student did not meet the minimum performance standards required to pass the course.

P (Pass): The grade of P is awarded to graduate students who have performed at or above a 2.0 level in a zero-credit course requirement. It signifies successful completion of the course, and although it does not contribute to the GPA calculation, it fulfills the necessary requirements.

4.2 Grading Standards - UK Curriculum

Grading subjects/modules

It's important to note that the grading system may differ between modules and programs. It is recommended that you familiarize yourself with the specific grading criteria and regulations outlined in the module handbook or program documentation for each module you undertake. At Eton University, we offer a range of modules, some of which have been developed in partnership with OTHM.

1. OTHM Modules:

Modules delivered in partnership with OTHM are graded simply as "Pass" or "Fail." To achieve a pass grade, students are required to satisfactorily achieve 100% of all the learning outcomes specified for the module. This means that students must demonstrate an adequate understanding and application of the subject matter covered in the module.

2. Eton University Modules:

Eton University modules are graded as "Pass" or "Fail", however, additionally they may also have work marked in percentages which then help to determine broad descriptors (whether the assignment is weak, good, excellent, etc).

The passing grade average required for all undergraduate modules (levels 4,5 and 6) is 40% The passing grade average for all graduate modules (level 7) is 50%. Modules on doctoral level (8) need to have grade average of 60% or higher in order to pass.

The following conversion tables are provided as a useful resource for assessors, students, and for translating grades of students transferring from other institutions. These tables serve as a guide to ensure consistency and fairness in evaluating grades and facilitating the smooth transition of students between educational institutions.

Table 1.1 Helps to translate the percentage scores into aggregation scores on a scale of 0-24.

| [% to aggregation score] | | | | | | | | | |
|--------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|--------------|
| 1 = 0.225 | 2 = 0.450 | 3 = 0.675 | 4 = 0.900 | 5 = 1.125 | 6 = 1.350 | 7 = 1.575 | 8 = 1.800 | 9 = 2.025 | 10 = 2.250 |
| 11 = 2.475 | 12 = 2.700 | 13 = 2.925 | 14 = 3.150 | 15 = 3.375 | 16 = 3.600 | 17 = 3.825 | 18 = 4.050 | 19 = 4.275 | 20 = 4.500 |
| 21 = 4.725 | 22 = 4.950 | 23 = 5.175 | 24 = 5.400 | 25 = 5.625 | 26 = 5.850 | 27 = 6.075 | 28 = 6.300 | 29 = 6.525 | 30 = 6.750 |
| 31 = 6.975 | 32 = 7.200 | 33 = 7.425 | 34 = 7.650 | 35 = 7.875 | 36 = 8.100 | 37 = 8.325 | 38 = 8.550 | 39 = 8.775 | 40 = 9.000 |
| 41 = 9.300 | 42 = 9.600 | 43 = 9.900 | 44 = 10.200 | 45 = 10.500 | 46 = 10.800 | 47 = 11.100 | 48 = 11.400 | 49 = 11.700 | 50 = 12.000 |
| 51 = 12.300 | 52 = 12.600 | 53 = 12.900 | 54 = 13.200 | 55 = 13.500 | 56 = 13.800 | 57 = 14.100 | 58 = 14.400 | 59 = 14.700 | 60 = 15.000 |
| 61 = 15.300 | 62 = 15.600 | 63 = 15.900 | 64 = 16.200 | 65 = 16.500 | 66 = 16.800 | 67 = 17.100 | 68 = 17.400 | 69 = 17.700 | 70 = 18.000 |
| 71 = 18.300 | 72 = 18.600 | 73 = 18.900 | 74 = 19.200 | 75 = 19.500 | 76 = 19.800 | 77 = 20.100 | 78 = 20.400 | 79 = 20.700 | 80 = 21.000 |
| 81 = 21.150 | 82 = 21.300 | 83 = 21.450 | 84 = 21.600 | 85 = 21.750 | 86 = 21.900 | 87 = 22.050 | 88 = 22.200 | 89 = 22.350 | 90 = 22.500 |
| 91 = 22.650 | 92 = 22.800 | 93 = 22.950 | 94 = 23.100 | 95 = 23.250 | 96 = 23.400 | 97 = 23.550 | 98 = 23.700 | 99 = 23.850 | 100 = 24.000 |

Table 1.2 Shows how the aggregation scores obtained from the conversion table 1.1 correspond to specific descriptors and letter grades for undergraduate courses. These descriptors and grades indicate the level of achievement in the module. They provide a qualitative assessment of the student's performance, considering factors such as knowledge, skills, critical thinking, and overall engagement with the subject matter.

| Result | Broad descriptor | Grade | Aggregation score | Primary level descriptors for attainment of intended learning outcomes |
|--------|------------------|----------------|-------------------|---|
| Pass | Excellent | A ⁺ | 24 | Exemplary range and depth of attainment of intended learning outcomes, secured by discriminating command of a comprehensive range of relevant materials and analyses, and by deployment of considered judgement relating to key issues, concepts and procedures |
| | | A | 21 | |
| | | A ⁻ | 18 | |
| Pass | Good | B ⁺ | 17 | Conclusive attainment of virtually all intended learning outcomes, clearly grounded on a close familiarity with a wide range of supporting evidence, constructively utilised to reveal appreciable depth of understanding |
| | | B | 16 | |
| | | B ⁻ | 15 | |
| Pass | Satisfactory | C ⁺ | 14 | Clear attainment of most of the intended learning outcomes, some more securely grasped than others, resting on a circumscribed range of evidence and displaying a variable depth of understanding |
| | | C | 13 | |
| | | C ⁻ | 12 | |
| Pass | Weak | D ⁺ | 11 | Acceptable attainment of intended learning outcomes, displaying a qualified familiarity with a minimally sufficient range of relevant materials, and a grasp of the analytical issues and concepts which is generally reasonable, albeit insecure |
| | | D | 10 | |
| | | D ⁻ | 9 | |
| Fail | Marginal fail | F1 | 7 | Attainment deficient in respect of specific intended learning outcomes, with mixed evidence as to the depth of knowledge and weak deployment of arguments or deficient manipulations |
| Fail | Fail | F2 | 4 | Attainment of intended learning outcomes appreciably deficient in critical respects, lacking secure basis in relevant factual and analytical dimensions |
| Fail | Poor fail | F3 | 2 | Attainment of intended learning outcomes appreciably deficient in respect of nearly all intended learning outcomes, with irrelevant use of materials and incomplete and flawed explanation |
| Fail | Very poor fail | F4 | 0 | No convincing evidence of attainment of any intended learning outcomes, such treatment of the subject as is in evidence being directionless and fragmentary |

Overall Degree Result

The aggregation scores or percentages achieved in individual modules contribute to the calculation of the overall degree result. The specific weightage of each module within the overall degree calculation may vary depending on the program and its structure.

The overall mean score is expressed to one decimal place and is used to determine the class of degree to be awarded. The class boundaries, which are predefined criteria, are used to categorize the degree into different classes.

Bachelor's Degree classification

There are two types of degrees for undergraduates in the UK,

- **Ordinary Degree:** It is a regular bachelor's degree with the overall outcome being pass or fail
- **Honours Degree:** An honours degree is an undergraduate academic qualification awarded to students who achieve a higher level of academic performance in their studies. It signifies that the student has demonstrated a deeper understanding and mastery of their chosen field of study compared to those who receive an ordinary degree. Honours degrees are typically categorized into different classes, such as First-Class Honours, Upper Second-Class Honours, Lower Second-Class Honours, or Third-Class Honours

| Marks | Honours | Ordinary Degrees |
|----------|----------------------------------|------------------|
| 70%-100% | First-class honours | Pass/Distinction |
| 60%-69% | Upper Second-class honours (2:1) | Pass/Merit |
| 50%-59% | Lower Second-class (2:2) | Pass |
| 40%-49% | Third Class honours | Pass |
| 0-39% | Fail | Fail |

Master's Degree classification

Grading of Masters Degrees in the UK follows three distinct classifications: Distinction, Merit, Pass, and Fail. At Eton University, the following system applies:

- Distinction: awarded for achieving a percentage grade of 70% and above.
- Merit: granted for achieving a grade average between 60% and 69%.
- Pass: given when the grade average falls between 50% and 59%.
- Fail: If the average grade is below 50%, the Masters qualification is not awarded.

Doctoral programs

On the other hand, the grading of doctoral-level courses typically employs a standardized Pass or Fail scale. Additionally, during the Viva voce, which is the oral defence of the dissertation, a student may receive a Pass with Minor Corrections or a Pass with Major Corrections. These designations indicate that further improvements or revisions are necessary before the final Pass can be awarded.

Note: The information provided in this chapter is based on the current policies and practices at Eton University. Any updates or modifications to the grading system will be communicated to students accordingly.

Alphabetical notations on Eton University Transcript for UK curriculum programs

Similarly, the following notations are part of the grading system:

| | |
|----------------|------------------------------------|
| I - Incomplete | UW- Unofficial Withdrawal |
| NC- No credit | CT- Credit Transfer |
| F- Fail | RPL- Recognition of Prior Learning |
| P- Pass | |



Chapter 5: Conversions for Grading and Credit Systems: UK, US and EU Perspectives

5.1. Grading Conversions

This chapter provides valuable insights into the conversions and equivalences between the grading systems and credit transfers in the United States (US), United Kingdom (UK), and European Union (ECTS system). Understanding how these systems align with each other is crucial for students, educators, and institutions involved in international collaborations, exchanges, or academic mobility.

How UK degree percentage scores roughly compare to US alphabetical grades:

| UK Percentage Score | US Grade |
|---------------------|-----------|
| 70%-100% | A+, A, A- |
| 60%-69% | B+, B, B- |
| 50%-59% | C+, C, C- |
| 40%-49% | D+, D, D- |
| 0-39% | F |

How UK Degree classes and percentage scores compare to ECTS grades:

| Degree Class | Percentage Score | ECTS Grade |
|---------------------------|------------------|------------|
| First-Class Degree | 70% -100% | A |
| Upper Second-Class Degree | 60% – 69% | B |
| Lower Second-Class Degree | 50% -59% | C |
| Third-Class Degree | 40% -49% | D |
| Fail | 0-39% | E/F |

5.2 Credit System

This chapter aims to clarify the distinctions between the credit systems used in the United Kingdom (UK), the United States (US), and the EU (ECTS). It provides an overview of their main specifications. Understanding these differences is crucial for students navigating academic programs, exchanges, or collaborations between the countries. The chapter outlines the key features of each system, including credit definitions, and allocation methods. Additionally, it explains the process of converting credits between the UK, US and ECTS systems, offering guidance on how to assess and equate credit transfers effectively.

Please note that the credit systems between countries differ greatly and there is no one defined table valid across all universities which can directly convert US to UK credits. Eton University does conversion by considering total study hours required. Conversions below are valid and adopted across Eton University, but they might not be valid for some other universities.

By having a good understanding of these credit systems and mastering the conversion process, students will be better equipped to navigate and maximize their academic opportunities across international boundaries.

5.2.1 UK Credits

Credit value is defined as being the number of credits that may be awarded to a learner for the successful achievement of the learning outcomes of a unit. One UK credit is equal to 10 hours of Total Qualification Time.

Total Qualification Time (TQT) represents the estimated total hours required for a learner to achieve the necessary level of attainment for a qualification. It includes two components: Guided Learning Hours (GLH) and the additional time spent by the learner for preparation, study, and other educational activities, including assessments. Guided Learning Hours specifically refer to the hours when a teacher or supervisor is available to directly support and supervise the learner during their qualification journey.

In the UK university credit system, a standard full-time study load is usually 120 credit hours per year. A typical Eton University 20 UK credits module translates to 200 TQT (total study hours).

5.2.2. US Credits

1 US quarter credit (on 11 weeks quarter) = 33 hours of study

3 US credits = 99 hours of study,

4 US credits = 132 hours of study

One credit is defined as one hour of classroom or direct instruction plus minimum two hours of work outside the classroom, per week, for 11 weeks (of Eton University's) quarter schedule. At Eton University, this means that one credit is awarded for every three hours of total study (contact/self-study) per week for 11 weeks duration of the module.

Consequently, a module that carries one credit requires 33 study hours, while the typical Eton University module that carries three credits requires 99 or approximately 100 hours of study. In the American university credit system, a standard full-time study load is usually 30 credit hours per year.

5.2.3 ECTS Credits

According to the ECTS users guide, 1 ECTS translates to 25-30 study hours. 60 ECTS credits are the equivalent of a full year of study. In a standard academic year, these credits are usually broken down into several smaller modules. A typical 'short cycle qualification' typically includes 90-120 ECTS credits. A 'first cycle' (or bachelor's) degree consists of either 180 or 240 ECTS credits. Usually a 'second cycle' (or master's) degree equates to 90 or 120 ECTS credits. The use of the ECTS at the 'third cycle', or Ph.D. level, varies.

5.2.4 Credit Conversions

We are converting between UK and US credits by considering how total study hours relate to calculations of credits within a given system. For example, if we know that 100 total study time is equal to 10 UK credits, and at the same time 3 US credits, we can rely on the following calculations as a reference:

5 UK credits / 1,5 US credit = 50 hours
 10 UK credits / 3 US credits = 100 hours
 20 UK credits / 6 US credits = 200 hours
 120 UK credits / 36 US credits = 1200 hours
 180 UK credits / 54 US credits = 1800 hours

Next, we are converting between the UK and ECTS system according to the official agreed conversion rate 2:1, adopted by nearly all UK universities:

2 UK credits (20 hours) equal roughly 1 ECTS

Therefore, the following conversion system applies between UK and ECTS credits:

20 UK=10 ECTS
 120 UK=60 ECTS
 180 UK= 90 ECTS

And finally, between US credits on a quarter system and ECTS credits, as follows:

1 US credit (33 hours) = 1.3333 ECTS
1 US : 0.75= 1,3333 ECTS
 3 US credits :0.75 = 4 ECTS,
 45 US credits = 60 ECTS

Chapter 6: Resources For Students

At Eton University, we are dedicated to providing our students with a range of valuable resources to support their academic journey and personal well-being. This chapter highlights the various resources available to our students, including libraries, tutoring services, and counselling.

Libraries:

Eton University recognizes the importance of access to extensive learning materials. Students enrolled in courses conducted in the English language can benefit from exceptional “Perlego” library, which offers a vast collection of books and digital resources. For students studying in Arabic, a wide selection of books is available through the Learning Management System (LMS). These resources aim to enhance your learning experience and provide you with comprehensive materials for your academic pursuits.

Tutoring Services:

We understand that every student's learning journey is unique. To cater to individual needs, Eton University offers tutoring services tailored to support your academic progress. By default, most courses provide one-to-one or small group tutoring sessions. However, some courses may be primarily self-study. In such cases, students have the option to book additional tutoring hours to receive personalized guidance and assistance. We encourage you to take advantage of these tutoring opportunities to deepen your understanding of course materials and enhance your academic performance.

Counseling:

At Eton University, we prioritize the holistic well-being of our students. If you find yourself in need of non-academic advice or support, our dedicated Student Affairs office offers counseling services. Whether you are facing personal challenges, need guidance on personal development, or require assistance with matters affecting your overall well-being, our counselors are here to provide a helping hand. For academic-related questions, we recommend reaching out to your program manager or academic administrator, as they can offer specialized guidance and support specific to your program of study.

By utilizing these resources, you can maximize your academic potential, access a wealth of knowledge, and receive the necessary support to thrive during your time at Eton University. We encourage you to explore and make the most of the available resources to enrich your learning experience and promote your personal growth. For further information on specific resources and how to access them, please refer to the respective departments or contact the Student Affairs office. We are here to ensure that you have a fulfilling and rewarding educational journey at Eton University.

Chapter 7: Academic Advising and Student Support Services

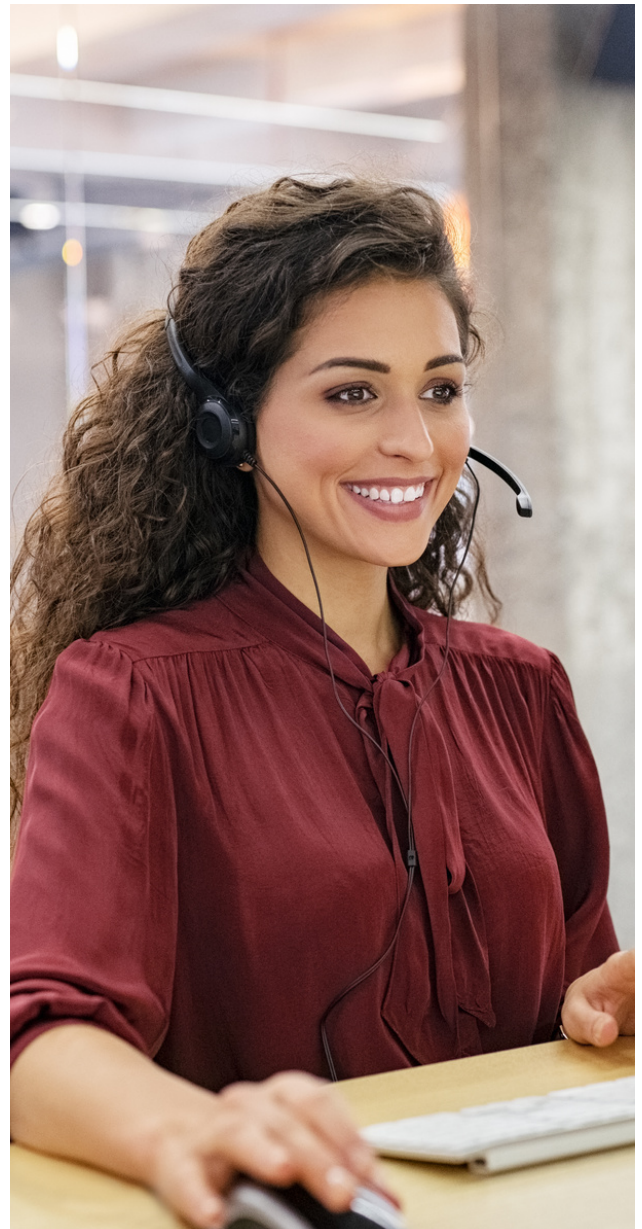
At Eton University, we prioritize the academic success and well-being of our students. This following information provides comprehensive information about our academic advising process and highlights the importance of seeking guidance. Additionally, it outlines the specific contact information for accessing academic advisors based on the language of the student's program.

1. Accessing an Academic Advisor or a Program Manager:

To access an academic advisor, students are encouraged to reach out to the appropriate contact based on the language of their program.

Students studying programs in Arabic language: Please direct your inquiries via email to academics@eton-university.me or via WhatsApp through official number +1(302) 219-5630. The dedicated team will assist you.

Students studying programs in the English language: It is recommended to reach out to your designated program manager or academic administrator for academic advising. Their email is provided to you in the Student Assessment Handbook at the beginning of your studies. Your program manager and academic administrator will provide guidance specific to your program and ensure that you receive the necessary support and assistance.



2. The Role of Academic Advisors:

Academic advisors play a crucial role in assisting students in their academic journey. They provide valuable guidance, support, and resources to help students make informed decisions and navigate their academic requirements effectively. The roles of academic advisors include:

- Developing academic plans and course selection: Advisors assist students in creating a well-structured academic plan and choosing courses that align with their interests, goals, and degree requirements.
- Providing guidance on academic policies and regulations: Advisors are knowledgeable about the university's academic policies, regulations, and procedures. They help students understand and adhere to these guidelines.
- Monitoring academic progress: Advisors keep track of students' academic progress, ensuring they are on track to meet their degree requirements and offering assistance if any challenges arise.

Additional Support

At Eton University, we encourage all students to actively engage with their academic advisors and program managers, and seek guidance whenever needed. Advisors are here to support students in their academic pursuits, foster their growth, and help them make the most of their university experience. If students require additional and personalised support, it is available to purchase it as a package. Students can book additional lectures with a tutor and appointment of a specific academic advisor who will be available to them via email and have weekly meetings to help with their studies.



Chapter 8: Academic Calendar

2023/2024

The academic calendar plays a crucial role in providing students with a structured timeline for their studies and ensuring the smooth functioning of the academic year. The calendar below outlines important dates for each quarter of Academic Year 2023/2024.

Fall Quater

| Start | End | Assignments Due |
|------------------------------|----------------------------|--|
| Monday, September 18th, 2023 | Friday, December 4th, 2023 | Submitted by Monday, December 25th, 2023 |

Winter Quater

| Start | End | Assignments Due |
|---------------------------|--------------------------|---------------------------------------|
| Monday, January 8th, 2024 | Monday, March 25th, 2024 | Submitted by Monday, April 15th, 2024 |

Spring Quater

| Start | End | Assignments Due |
|--------------------------|------------------------|--------------------------------------|
| Monday, April 22nd, 2024 | Monday, July 8th, 2024 | Submitted by Sunday, July 28th, 2024 |

Summer Quater (Optional)

| Start | End | Assignments Due |
|-------------------------|-----------------------------|--|
| Monday, July 29th, 2024 | Monday, September 9th, 2024 | Submitted by Wednesday, September 18th, 2024 |

Important Admission information:

Standard application period ends 6 working days before the quarter starts. Applications for that quarter received less than 6 working days before the quarter start date are considered as late applications and they may be subject to \$50 late admission fee, which is added to the 1st installment of the course tuition fee.

Applications for the quarter that has already started, close 30 days before the examination period. These applicants will be considered for the next quarter intake.

It is essential for students to familiarize themselves with the dates provided in the academic calendar to effectively plan their studies, adhere to assignment submission deadlines, and manage their academic responsibilities. It is also advisable to refer to the specific program or course guidelines for any additional or course-specific dates.

Please note that the academic calendar is subject to potential revisions or adjustments. Students are encouraged to stay updated with any changes communicated by the university administration or academic departments.



Chapter 9: Fees and Payment Methods

Understanding the payment process and available options is crucial for students managing their fees at Eton University. Below you will find information on the various payment methods to make the fee payment process convenient and hassle-free.

Finance Department email: finance@eton-university.net

Link to online payment portal: [payment portal](#)

1. Bank Transfer:

One of the payment options available is through a bank transfer. Students can initiate a bank transfer to Eton University's designated bank account. This method allows for secure and direct payment, requiring the necessary account details provided by the university's finance department. Please ensure that the payment reference includes the student's identification details for accurate identification and processing.

2. Pay Over the Phone:

Eton University offers the convenience of making payments over the phone. Students can contact the university's finance department during business hours to provide their payment details and complete the transaction. This method ensures swift payment processing while providing personalized assistance throughout the payment procedure.

3. Pay Online:

Eton University provides an online payment portal for students to conveniently pay their fees. The online payment system is accessible through the university's student portal or website. By accessing the secure online platform, students can easily enter their payment details, select the appropriate fee category, and complete the payment process in a few simple steps. This method offers convenience, immediate payment confirmation, and accessibility at any time.

Regardless of the chosen payment method, adequate time should be allowed for the processing and clearance of payments to meet any specified deadlines. Students need to adhere to their Payment Plans settled in their Agreement in order to settle their fees on time and ensure uninterrupted access to educational resources, services, and avoidance of late payment fees.

For further information on fees-related regulations, visit the [Tuition fee policy](#).

Chapter 10: Graduation and Attestation

The Graduation Department at Eton University is dedicated to facilitating the graduation process and providing official attestation services for Eton University certificates. This chapter outlines the step-by-step process for graduation.

Graduation Process:

Eton University follows a 4-step graduation process to ensure a smooth and efficient experience for students:

Step 1: Examination Results

Once the examination board reviews and evaluates the submitted assignments, the marks are shared with the students and uploaded to the 'Report Cards' page on the student's Classe365 account.

Step 2: Academic and Financial Eligibility Check

The Graduation Department verifies the academic and financial status of each student to determine their eligibility for graduation. This check ensures that all requirements have been met.

Step 3: E-Certificate, Academic Transcript, and Graduation Letter

Within 15 working days of the announcement of the graduate exam/assessment results, the student will receive their e-certificate via email. This e-certificate represents their awarded diploma. Additionally, an official academic transcript will be provided, detailing the course units taken and the credits earned. A stamped graduation letter will also accompany these documents.

Step 4: Hard Copies of Documents

Students can expect to receive the hard copies of their graduation documents, including the certificate, transcript, and graduation letter, approximately two to three weeks after their certificate has been issued. If the student has requested an attestation service, the hard copy of their certificate may take longer to arrive. However, if the student requires the unattested certificate sooner, they have the option to receive it earlier by paying for the shipment of the hard copy.

Attestation Services:

The Graduation Department also provides attestation services upon request. Students who wish to have their certificates attested must request and pay for their preferred attestation package. The attestation process adds an official validation to the certificate, enhancing its credibility and recognition.

Eton University strives to ensure a seamless graduation experience and provide students with the necessary attestation services to meet their needs. For further information or inquiries regarding graduation or attestation, students are encouraged to contact the Graduation Department or refer to the university's official website [here](#).



Useful contacts:

Eton University main contact number (calls and Whatsapp chat support available in English and Arabic): +1(302) 219-5630

Eton University General Inquiry contact email: education@eton-university.us

Student Affairs Department: student-affairs@eton-university.net

Admission Department: admission@eton-university.net

Graduation Department: graduation@eton-university.net

Finance department: finance@eton-university.net

Student advisors: recruitment@eton-university.net

Complaints: complaints@eton-university.net

