

The Admission of Students

- After considering the recommendations of the supreme council for the affairs of institutes , the minister of higher education specifies the number of students from Egypt or other countries accepted as regular students in institutes in institutes every academic year.
- As for the choice of students, the institute prepares exams according to rules of equivalent faculties.
- Except the department of computer science, the following conditions should be taken into consideration for the registration of students:
 - 1- General secondary certificate with the two sections.
 - 2- Industrial secondary { 3 , 5 years }.
 - 3- Commercial secondary { 3 , 5 years }.
 - 4- Diploma of Secretary institutes.
 - 5- Diploma of Computer institutes.
 - 6- Diploma of Industrial institutes.
- On the condition that the students of computer science should have general secondary { Math Section}:

First Year

- The acceptance of all first year students should be based on the current system in all Egyptian universities and according to rules and conditions specified by the minister of higher education. In addition, students should pass exams in Mathematics and English language.

- **Transfers of students are allowed to the institute from faculties or equivalent institutes.**
- **First ; the Bachelor Degree of Computer Science:**
The duration to get the degree is five years according to what is mentioned in the attached academic schedules.
- **Second ; the Bachelor Degree of management , accounting and economy :**
The duration to get the degree is four years. The study of first year and second year is general and common and the specialization starts at third year according to what is mentioned in the attached academic schedules.
- **The academic year is divided into 3 semesters:**
 - 1- First semester : {16 weeks}**
 - 2- Second semester : {16 weeks}**
 - 3- summer semester : { The students , failing in the first and second semester , repeat studying these subjects at maximum 3 subjects by lectures and exercises, then, they do the exam of the summer course }**
- **The schedules, attached to these regulations, show the academic curricula divided according to the number of years, the number of hours limited weekly for lectures and exercises, the hours of the written exam, and the total grades for all subjects according to the written and oral exams and year works. These schedules are found in appendix (A), (B).**

- **The Board of directors gives approval to the scientific content for each subject under the supervision of the departments. Besides, the study includes practical exercise through the summer vacation for the successful students.**
- **Arabic and English are the two official languages for learning in the institute. So, the exams should be prepared and done using the language of the subject.**
- **The student, registered in one of the departments, can transfer into another department after paying the registration fees limited by the board of directors and through completing the conditions of admission in the department after performing the scientific matrix by the specialized department.**
- **Bachelor and Transfer exams are held by the system of semesters concerning the subjects studied by the students. The exams of year works are held through the semester in week six and twelve.**
- **Based on the request of the department, the institutes, Board of directors has the right to forbid the students from performing exams related to all or some subjects in the department, if they are punctual in lectures and sections by attending less than 75% from the actual hours. In this case , the student is considered failed in the subjects which he / she is forbidden to perform except if the student offered an**

apology accepted by the board of directors and in this case the student is regarded as absent by accepted apology .

- **The final year students prepare projects through the first and second semester. The departments specify the topic of project according to the specialized subjects implicit in the academic schedules. The projects, chosen by the departments, should be practical.**
- **The registered student has the right to be transferred from one grade to the next grade, if he passed all Subjects every year in the First and Second Semester. IF the Student Failed in Some Subjects, he would be allowed to repeat the exam in the Summer Semester.**
- **The failed student should pass these exams to transfer to the next year .**
- **The student has the right to transfer to the next year, if he failed in or more than two subjects about the repetition exam . These two Subjects Should be performed through the next year in the summer semester.**
- **If the student failed in more than two subjects in the repetition exam, he would be available for repetition at the same academic year. He should attend lectures and sections for these subjects through the next year.**

- **If the student passed all the subjects of failure, he would be transferred to the next year.**
- **If the student failed in more than two subjects in the repetition exam, he would be fired.**
- **The external student can join the exam by taking approval from the board after paying fees at maximum three semesters from external.**
- **If the failure continued, he would be totally fired.**
- **If the student passed the exams, he can transfer to be a regular student again.**
- **Above all, the student who failed in projects, he hasn't the right to join the repetition exam and he has the opportunity to repeat at the Final year .**
- **The student would be fired from the institute, if he discontinued his study without apology for two semesters or if he discontinued his study for the same period although the board gave disapproval to this apology.**
- **The student can discontinue his study for no more than 3 semesters by given apology accepted by the board to continue the study.**

- If the student was absent at the final exam for any subject without apology approved by the board, he would be failed in this subject.
- The success of students is estimated in any subject according to the total grade of this subject. The general estimation for each year should be according to the total grades of all subjects considering the following estimations:

1 – Excellent : given to students getting 85% and more (equivalent to grade "A" given by getting four points for each unit using credit hour system) .

2 –Very good : given to students getting 75% until less than 85 % (equivalent to grade "B" given by getting three points for each unit using credit hour system) .

3 - Good : given to students getting 65% until less than 75 % (equivalent to grade "C" given by getting two points for each unit using credit hour system) .

4 - Passed : given to students getting 50% until less than 65% (equivalent to grade "D" given by getting one points for each unit using credit hour system) .

- **The failure is estimated by two grade :**

5 – Failed : given to students getting 30% until less than 50% (equivalent to grade "F" without given students any points)

6 – Very Failed : given to students getting 30% (equivalent to grade "FL" without given students any points)

- **The general grade of graduation is estimated by the system of accumulated total grade according to the total marks of all subjects through the academic years based on the same percentages clarified above from item "1" to item "6". The consideration rules for increasing marks should be adopted for the cases approved by ministry of education.**
- **The student is granted the first honor rank of graduation, if he got " Excellent " as a total grade for all the academic years and his grade not less than " very good " in any academic year . He should not be failed in any subject through years.**
- **The student gets the second honor rank , if he got " Excellent" or "Very Good " as a total grade for all the academic years and his grade not less than " good " in any academic year . He should not be failed in any subject through years.**
- **The institute's board of directors gives approval to all the exam results of all years of transfer. Then, the minister of higher education gives approval to the final exam to get the bachelor degree according to the proposal of board. On the condition of paying the academic fees and the fixed additional fees, the exam results should be announced. The institute performs the process of editing temporary certificates for the graduates signed by the dean of institute and approved by the ministry.**