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MIU Student Guide

MIU Regulations
MIU Regulations

This is a student guide for MIU students that may be beneficial to you during your study years, so please read carefully.

Student Responsibility

- Students are responsible for familiarizing themselves with the information presented in this booklet.
- Please refer to MIU Student Code of Conduct on the website.
- Students MUST check their e-mail regularly and student portal because it is the OFFICIAL way of communication between the university and its students.

University ID:

The university identification card is an important document that ensures both students’ rights and the safety and security of the university.

Therefore, students should:

- Safeguard the ID and ensure that it is not used by anyone but the ID owner.
- Make sure to keep the ID with them while on campus and present it whenever asked to without any objection.
- If a student loses the ID, he/she will pay reissuing fee to receive a new one.
Credit Hours

- Courses are calculated in credit hours, i.e. points that each student gains upon taking a specific course. Each course carries a certain number of credits (points) that are awarded after successful completion of that course. You are awarded a Grade Point Average (GPA) at the end of every semester and a Cumulative Grade Point (CUM GPA) for the total of all semesters.

Class Standing

- Class standing i.e. whether you are a freshman, sophomore, junior or senior, does not depend on the year of joining the university but on the number of credit hours you have completed.

<table>
<thead>
<tr>
<th>For Faculties of, Mass Communication, Al Alsun, Computer science, Business Administration. Credit Hours</th>
<th>Equivalence in years</th>
</tr>
</thead>
<tbody>
<tr>
<td>1&lt;33</td>
<td>Freshman</td>
</tr>
<tr>
<td>33&lt;66</td>
<td>Sophomore</td>
</tr>
<tr>
<td>66&lt;99</td>
<td>Junior</td>
</tr>
<tr>
<td>99 &amp; above</td>
<td>Senior</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>For Faculties of, Pharmacy (2009) &amp; Engineering (2011). Credit Hours</th>
<th>Equivalence in years</th>
</tr>
</thead>
<tbody>
<tr>
<td>1&lt;33</td>
<td>Freshman</td>
</tr>
<tr>
<td>33&lt;66</td>
<td>Sophomore</td>
</tr>
<tr>
<td>66&lt;99</td>
<td>Junior</td>
</tr>
<tr>
<td>99&lt;135</td>
<td>Senior first year</td>
</tr>
<tr>
<td>135 &amp; above</td>
<td>Senior second year</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>For Faculty of Engineering (2019). Credit Hours</th>
<th>Equivalence in years</th>
</tr>
</thead>
<tbody>
<tr>
<td>1&lt;33</td>
<td>Freshman</td>
</tr>
<tr>
<td>33&lt;66</td>
<td>Sophomore</td>
</tr>
<tr>
<td>66&lt;99</td>
<td>Junior</td>
</tr>
<tr>
<td>99&lt;134</td>
<td>Senior first year</td>
</tr>
<tr>
<td>134 &amp; above</td>
<td>Senior second year</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>For Faculty of Pharmacy (2018). Credit Hours</th>
<th>Equivalence in years</th>
</tr>
</thead>
<tbody>
<tr>
<td>1&lt;33</td>
<td>Freshman</td>
</tr>
<tr>
<td>33&lt;66</td>
<td>Sophomore</td>
</tr>
<tr>
<td>66&lt;101</td>
<td>Junior</td>
</tr>
<tr>
<td>101&lt;138</td>
<td>Senior first year</td>
</tr>
<tr>
<td>138 &amp; above</td>
<td>Senior second year</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>For Faculty of Pharmacy (2019). Credit Hours</th>
<th>Equivalence in years</th>
</tr>
</thead>
<tbody>
<tr>
<td>1&lt;34</td>
<td>Freshman</td>
</tr>
<tr>
<td>34&lt;68</td>
<td>Sophomore</td>
</tr>
<tr>
<td>68&lt;105</td>
<td>Junior</td>
</tr>
<tr>
<td>105&lt;141</td>
<td>Senior first year</td>
</tr>
<tr>
<td>141 &amp; above</td>
<td>Senior second year</td>
</tr>
</tbody>
</table>
Academic Advising

It is important for students to maintain regular contact with the academic advisors assigned to them. Please check the bylaws of each Faculty on MIU website.

- Students are encouraged to take advantage of early advising during which they get to select the course/module they wish to take the following semester. (N.B: the choice between module is only available for regular students, while irregular students (probation & late) will choose by course)

- Each student is responsible for choosing and registering in courses during the on-line advising period. (For all faculties except Dentistry students).

- Students are urged to settle any obligations or issues regarding the following in order to be able to proceed with advising:
  1. Financial issues for previous semester.
  2. Drafting for male students.
  3. Library overdue fines /books.
  4. Completing the online Course Evaluation.
  5. Admissions and registration pending issues.

- The number of required courses are as follows:
  a. Regular students = 5-6 courses for science faculties.
  b. Regular students = 5 courses for non-science faculties.
  c. Placed on Probation, Continued on Probation and Extended on Probation students = 4 courses.

- It is the student’s responsibility to select the appropriate number of courses/credit hours according to his/her academic status and print his/her course schedule on the first day of each semester.

- For non-science faculties: A student must declare his/her major and minor within the first four semesters, i.e. after completing the required credit hours according to his/her bylaw or else he/she will be prohibited from advising online.
adding and dropping courses/modules

students are responsible for checking the MIU calendar for adding and/or dropping courses/modules.

- A student may add/drop course/module (depending on student’s status) during the first week of the semester depending on availability of places in the requested course/module.
- After the last day of drop and add and till the specified date on the semester calendar, a student may drop one or more courses (WS) but is not allowed to add any.
- Adding or dropping course/module is done online for all faculties except faculty of Dentistry.
- Students are NOT allowed to drop any English course.
- Students CANNOT drop/add any course/module during the drop/add period if they have not fulfilled their financial obligations for the current semester.
- The student is responsible for printing his/her student’s course schedule after the drop and add period of each semester.

For more details, please visit Advising Offices

Faculty of Dentistry: Room S19, Dentistry Building.
Faculty of Pharmacy: Room A13, pharmacy Building.
All other Faculties: Room 017, main campus.

English Language Program Regulations (ELP)

- The ELP provides students with essential skills for their personal, academic and professional lives.
- The ELP is not ‘just’ English. Throughout our courses you will learn how to organize and present ideas, analyse, argue and research a variety of topics both within and outside your field of specialization.
- When you have completed the courses of the program you will be able to think, read and write critically and present your ideas effectively to a variety of audiences, skills every employer seeks.
- A student is not permitted to drop an English course.
Levels of the Program

- Intensive (A and B)
- Fundamentals of Academic English I (FAE 01)
  - should be completed within the first year
- Fundamentals of Academic English II (FAE 02)
  - should be completed within the second year
- English for Academic Purposes (ENG 100)
  - should be completed within the second year
- Freshman I (ENG101)
  - should be completed within the third year
- Freshman II (ENG102)
  - (applicable for faculties of ALS, BUS & MCM)
  - should be completed within the third year
- The above mentioned English plan assumes that the student started with the lowest level of English (Fundamentals of Academic English I).
- If a student fails in passing his/her English course within the specified periods, he/she will be treated as a probation student. Accordingly, he/she will take a light load (4 courses + English Fundamentals (non credit) OR 3 courses + ENG100 or Freshman (credit)).
- Students who are placed below Fundamentals of Academic English II (FAE02) will not take a full load (5-6 courses).
Important Notes:

Each English course has its own internal calendar which you will receive the first day of classes. Be sure to refer to that when planning your semester.

Assignment Submission

Submission policy is strict and there is a deduction of grades if you submit assignments after the due date. If you are more than three days late, your work will not be accepted and you will receive a zero grade. Some assignments are cumulative so if you do not submit one draft, your final work may not be accepted.

Academic Honesty

The ELP strictly enforces the MIU policy on academic integrity. We also use a program called Turn it in to verify that the work you have submitted is, in fact, your own. Students who are found to have committed an act of academic dishonesty, or participated in academic dishonesty by giving their work to others, will receive an F in the course.

Students are expected to go to class prepared. You may be marked absent if you do not have your course handout with you.

Students are not allowed to speak Arabic in class or with their instructors in and outside class.

Handouts and books are available in the bookstore and the kiosk before the Mosque.


**Attendance and Absence Policy**

Students must attend at least 75% of the total actual number of classes taught in the semester. If the students’ absence, in any course, exceeds 25% (with or without excuse) He/she will not be permitted to continue attending and will not be allowed to sit for the exam. Students can visit the university clinic in cases of serious illness, or file a petition at the Student Support Office (SSO) for personal emergencies, students MAY be granted an extra 5% provided they submit the necessary documents BEFORE their absence. Cases are looked into, but not necessarily approved.

In Cases where students have an accepted medical excuse or emergencies which falls during an assignment/ research due date, they have five days within which to fill the necessary form at the SSO to be able to submit their work.

**Please note the following:**

1. If a student’s absence exceeds the allowed percentage as previously mentioned
   a) He/she will receive a **WU (Unsatisfactory Withdrawal)** grade in this course.
   b) He/she will receive an "F" grade in the **English course**.

2. It is the student’s responsibility to count his/her absence. They are obliged to **check regularly their Student Portal** as the “Not Permitted” list will be uploaded on it.

3. A student **must continue attending** in the **section** he is registered in, if he/she **attends in another section**, he/she will be **considered absent even if the two sections are taught by the same instructor**.

4. Attendance is counted from the **FIRST DAY of classes**. Please make sure you are a registered student and your name is on the attendance sheet.
5. A student who does not settle his/her financial obligations will be considered absent till the payment transaction takes place. Students with unsettled financial liabilities are not registered on class lists until they settle them.

6. If a student wants to drop a course, he/she should drop the course during the drop period and should not wait till receiving a ”WU”.

7. Two marks are deducted from the attendance grade of the course in case of group absence.

8. If a student is not permitted in a course due to attendance problems or if he/she withdraws from the course, the university is not obliged to offer this course in the following semester even if the student is a graduate.
Exams

- **Midterm exam**: An examination that is held around the 8th to 10th week of the semester.
- **Practical exam**: Required for certain courses.
- **Final exam**: An exam given at the end of the semester.

The student is responsible for printing a copy of his/her exam schedule announced on the Student Portal. It is forbidden to take such information via phone.

- Students should always present their MIU ID cards to the proctors, without any objection, to confirm their identity.

- Students who do not show up for the final exam of any course will receive an automatic "F" grade, even if the student scores the highest marks during the semester.

- Students are not allowed into the exam hall **half an hour** after the exam starts.

- Students are not allowed to leave the exam hall before the end of **half the exam time** or as the situation demands, upon the decision of the chief proctor.

- Students will not pass the course unless they sit for the final exam and acquire 30% of the grade of the final exam or any other form of evaluation assigned as their final evaluation, even if the sum of grades before the final evaluation exceeds the minimum grade required to pass the course. This resolution has been issued by the Sector Committees of the Supreme Council of Universities and MIU University Council, and approved by the Private Universities Council preceded by the Minister of Higher Education.

- Students should make sure to attend the exam on time with the section they are registered in. If he/she attends in another section, he/she will be granted an F in his/her final exam.

- The student should make sure that his/her name is on the class list and without WU or WS. If the student who received a WU or WS grade sits for the exam, he/she will automatically receive an "F" grade instead of WU or WS grade.
• No medical excuses are accepted during the exam period unless the student is hospitalized. The university physician must be notified on the same day. The student must visit the clinic on the same day of his/her return from the sick leave. Excuses are discussed by both the Students’ Affairs Council and the Medical Committee to accept or reject them.

• In emergency Cases, Student must file a petition to SSO as soon as possible and excuses are discussed by the Students’ Affairs Council to accept or reject them.

Assignments: assignments are an integral part of the academic process at MIU. As such, students should give them their due care and submit them on time.

• If the student submits the assignments within 3 days maximum of the deadline without a valid excuse, the assignment will be graded with a 50% deduction.
• In some cases, students can submit a valid excuse to delay his/her assignment or research after the due deadline as per the dates set by the Research Guidance Center, the student or his/her guardian needs to submit a petition to the SSO within 5 days, maximum, of his/her return.
• In this case if petition is accepted, the student will be normally graded. N.B: for English assignments please refer to page 11.

Academic Honesty

All students are expected to show honesty in their academic work. Academic dishonesty includes plagiarism and cheating in any form or method such as:

• Exchange of information between students during an examination.
• Use of unauthorized materials during an examination.
• Copying more than 15% of the assignment or research from any resource
• NOT documenting used resources in any required research work.
• Failing to prove doing an assignment or a research without outside help.
• Copying material from another student. If copying is with the knowledge of that other student, both are penalized.
• For penalties please refer to the Student’s Code of Conduct on MIU website.
Grades:

- A grade is the letter system by which students are evaluated through quizzes, exams, papers, attendance, etc.
- The GPA is a number ranging from 0.00-4.00 which is a summary of a student’s academic performance throughout the year at MIU.
- The GPA is calculated by multiplying the grade value by the number of credit hours the course represents; the result is the column listed as Total Quality Points. The Total Quality Points is then divided by the total credit hours, excluding the credit hours for WS/WU.
- **Semester GPA**: is the GPA of the one semester only.
- **Cumulative GPA**: is the average grade of the courses taken throughout the years.
- **Major GPA** (does not appear on the transcript): is the grade average of the courses the student completed for the major.

The numerical value of each grade of the university’s four point scale is as follows:

<table>
<thead>
<tr>
<th>Faculties of Pharmacy &amp; Dentistry</th>
<th>Faculties of Pharmacy &amp; Dentistry (starting class of 2014)</th>
<th>All Other Faculties</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade</td>
<td>Percentage</td>
<td>Weight</td>
</tr>
<tr>
<td>F</td>
<td>0-&lt;60</td>
<td>0.00</td>
</tr>
<tr>
<td>D</td>
<td>60-&lt;62.5</td>
<td>1.00</td>
</tr>
<tr>
<td>D+</td>
<td>62.5-&lt;65</td>
<td>1.30</td>
</tr>
<tr>
<td>C-</td>
<td>65-&lt;67.5</td>
<td>1.70</td>
</tr>
<tr>
<td>C</td>
<td>67.5-&lt;70</td>
<td>2.00</td>
</tr>
<tr>
<td>C+</td>
<td>70-&lt;72.5</td>
<td>2.30</td>
</tr>
<tr>
<td>B-</td>
<td>72.5-&lt;75</td>
<td>2.70</td>
</tr>
<tr>
<td>B</td>
<td>75-&lt;80</td>
<td>3.00</td>
</tr>
<tr>
<td>B+</td>
<td>80-&lt;85</td>
<td>3.30</td>
</tr>
<tr>
<td>A-</td>
<td>85-&lt;90</td>
<td>3.70</td>
</tr>
<tr>
<td>A</td>
<td>90 and above</td>
<td>4.00</td>
</tr>
</tbody>
</table>
- Grade (C) is the average passing grade. A (D) grade should be compensated with a (B) grade, at least, in another course; a (D+) grade should be compensated with a (B-) grade in another course; and a (C-) grade should be compensated with a (C+) grade in another course.

This applies in case both courses have the same credit hours.

- Other grades used but not calculated in the GPA of the student are:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>W</td>
<td>Withdrawal from university</td>
</tr>
<tr>
<td>WS</td>
<td>Satisfactory Withdrawal</td>
</tr>
<tr>
<td>WU</td>
<td>Unsatisfactory Withdrawal</td>
</tr>
<tr>
<td>INC</td>
<td>Incomplete</td>
</tr>
<tr>
<td>Pass/Fail</td>
<td>For non-credit courses</td>
</tr>
<tr>
<td>R</td>
<td>Listed beside the grade achieved in a repeated course</td>
</tr>
<tr>
<td>T</td>
<td>Approved Transfer</td>
</tr>
<tr>
<td>NT</td>
<td>Not Transferred</td>
</tr>
</tbody>
</table>

For more detailed information about the grading system or your academic standing please refer to the Registration Office or to your academic advisor (Room 017).

Transcripts and Final Results

- **Results** are announced on the Student Portal.
- No results are given over the phone.
- The results of students who have financial liabilities or missing documents (Drafting, Th. Amma, Birth Certificate, etc) or Library overdue fines/books will not be announced and they will not be allowed to register for the following semester.

An official transcript of academic record is issued upon request (within 7 working days). Please refer to the Registrar Department.
Change of Major

A student may change his/her major from one department or one faculty to another after fulfilling the following requirements:

- Fill in a petition at the (SSO) following the announced dates.
- The student should meet with his/her academic advisor.
- The student’s score on the secondary school certificate should not be less than the score required for the new major and he/she must have studied the required subjects for the new major during the secondary stage.
- Approval of Change of Major also depends on the student’s CUM GPA.
- Approval is subject to availability of places in the new major.
- Student’s GPA and academic status may change according to the major s/he transfers to.
- The student should pass the aptitude exam if requested.

The student must be aware of the transfer regulations of the university and sign all the conditions set by his/her academic advisor.

Academic Probation

- Students must maintain a minimum CUM GPA of 2.00 at the end of the academic semester or will be considered a probation student, i.e. take a light load (4 courses + English Fundamentals (non credit) OR 3 courses + ENG100 or Freshman (credit)).

- Students who achieve CUM GPA less than 2.00 will be placed on probation, if the CUM GPA remains less than 2.00 their academic status will be “Continued on Probation”. If CUM GPA is still below 2.00 in the following semester, their academic status will be “Extended on Probation”. If the CUM GPA remains below 2.00 they will be EXPELLED from university.

- N.B: The summer semester is in favor of the student.
• For more information, check with the Advising Center.

For more information, check with the Advising Center.

• Starting registration date, students are allowed a maximum of two academic years (four semesters) to finish first year requirements or the required credit hours.

• After finishing first year, students are allowed two academic years (four semesters) to finish second year requirements or the required credit hours.

• After finishing second year, students are allowed two academic years (four semesters) to finish third year requirements or the required credit hours.

• After finishing third year, students are allowed two academic years (four semesters) to finish fourth year requirements or the required credit hours.

In case of not achieving the required credit hours, the student will be expelled from MIU.

The above applies for all faculties.

Please refer to page 7 for class standing.

Dentistry Regulations

• The academic year is divided into two main semesters, with exams during each semester.

• The academic load is maximum 22 credit hours.

• If a student exceeds the percentage of allowed absence or fails in TWO courses maximum, he/she can register for the summer semester.

• The student who fails or exceeds the percentage of absence in MORE than two courses he/she has to repeat the academic year; accordingly, he/she cannot join the summer semester.

• A student has to pass all courses and achieve a minimum GPA of 2.00 before being promoted to year four.

• Light load due to English applies on Dentistry students according to their academic plan.
Graduation

- In order to attain a bachelor’s degree (BA, BSc), MIU students must achieve a minimum of 2.00 in both the cumulative and the major GPAs if requested.
- For students to graduate, they have to complete the number of credits required by their major
- Holders of foreign certificates must pass the complementary exams required and male students must pass the obligatory military training (تدريب عسكري) as follows:
  - by the end of the 3rd year for the 4 years faculties,
  - by the end of the 4th year for the 5 years faculties.

Otherwise their graduation will be delayed

Honors

- Students with a CUM GPA of 3.6 or above at graduation are granted a BA/BSc with high honors.
- Students with a CUM GPA between 3.4 and 3.6 at graduation are granted a BA/BSc with honors.
- Students who get an "F" in any given course are not granted high honors or honors even if their GPA is 3.4 or above.

Payment of Tuition Fees

- Students must pay the tuition fees no later than the first day of classes. Registration is not finalized until students pay all fees. Students who do not finalize their payment by the deadline will be considered absent until they pay.
- Scholarships awarded at the time of admission are applicable for one year. Any later discount will be determined upon the student’s academic performance and CUM GPA.

For more details about scholarships, check with the Accounting Office, Room 111.
Student Conduct

The university community seeks to maintain high standards of academic and social behavior. Students are expected to conduct themselves in a manner appropriate to life at an academic institution in Egypt and to abide by all Egyptian customs and traditions, including respect for all members of the university community and avoiding actions or words that are harmful or disturbing to others. Please avoid doing the following:

- Loss or misuse of your university ID
- Cheating and plagiarism.
- Stealing, destroying or possessing any property that belongs to the university or to others.
- Fighting, shouting or using inappropriate language on campus.
- Playing cards on campus.
- Smoking indoors (inside buildings)
- Possession, use, transmission or trading of drugs and alcohols.
- Harassment and conduct against public morals and/or general safety.
- Possession of fireworks, explosives or weapons.
- Entry or breaking prohibited places.
- Breaking MIU traffic law.
- Propaganda for a political or religious party or group on campus.
- Distributing or selling materials under the name of MIU without prior approval of the University Administration.
- Forming student clubs or associations using the university’s name without the approval of the University Administration.
- Fundraising, whether in monetary form or any other form, without pre-approval of the University Administration.
- Organizing extended sit-ins on campus is strictly forbidden.
• On campus demonstrations are strictly forbidden.
• Using university bus if you are not registered for this service.
• Using of university name or logo without university permission
  ➢ Misbehavior may lead to dismissal from the university

**Dress Code**

Students are expected to wear clothes that are appropriate for a learning institution and are appropriate for the culture of the community in which we live. The key to proper appearance is modesty and neatness.

*You have a great opportunity in being a new member of the distinguished MIU community. So our advice to you is to get to know more about it.*

*The university has the right to change any of the above policies. Students will be notified of any change via e-mail.*
University Services
Student Support Office (SSO)

The MIU Student Support Office is located on the ground floor of the main building (room 012). It offers information and guidance on academic/non-academic issues. MIU strives to maintain quality educational standards and services, therefore, students’ comments, suggestions and complaints are always welcome.

MIU students can submit all complaints and petitions to the SSO which will ensure that any case is forwarded to the Students’ Affairs Council and that each student receives a prompt response.

- In case a student has an attendance excuse for any reason, he/she is requested to submit a petition before their absence, providing necessary documents for each case.
- If a student has a legitimate reason for requiring a re-calculation of exam grades, he/she must submit a petition during the announced dates, after paying the required fees, 300 LE per course as soon as grades are announced through the MIU Student portal.
- MIU only allows students to sit for a make-up exam in emergency cases. In this case he/she, or a guardian, must write a petition, immediately documenting the case and explaining the circumstances. The petition must be supported with the necessary documents. Students are responsible for following up with the SSO on the status of their petition. They will be informed of the schedule of their make-up exam if the petition is accepted.
- In cases where students have an accepted medical excuse from the University Clinic or an emergency case, during an assignment/research due date, students have five days within which to fill the necessary form at the SSO to be able to submit their work.

Alumni and Career Services Office

The alumni and Career Services Office serves both alumni and undergraduates. As for alumni, MIU seeks to maintain close relations with MIU alumni. They are constantly updated with all the events taking place at MIU. An annual Alumni Reunion is held on campus in which all Alumni are invited, along with faculty members, to maintain a special bond between the MIU and its graduates.
Alumni Card ID
It is a card that identifies you as an MIU graduate and gives you the right to access MIU campus (including events). 2011 graduates and after can claim their Alumni card from the Alumni office. For graduates before 2011 must fill in an approval request form and submit a high resolution picture in the Alumni office and they must pay 50l.e to the accounting office. Alumni card will be ready within one week.

Career Services Office

- Among the services MIU provides to its students and prospective graduates is the career advising program.
- The program starts early in the academic year with a series of workshops in the areas of interview techniques, resume writing, etc. The program is conducted by professionals in the human resources field.
- By the end of the workshops, students should be ready to meet their potential employers in the Annual Employment Fair organized by the university and is attended by a large number of reputable national and multinational companies. This fair has proven to be a successful means of introducing the graduates to the real work field. It allows them to get into a face-to-face contact with their potential employers and to get first-hand information on what is needed to enter the job market.

Dental clinic

- The clinic provides its services, mainly, to the local community in and around the neighborhood of MIU. The clinic is equipped by state-of-the-art technology for providing high standard services in all dental disciplines with ultimate levels of safety and infection control for both the patients and the operators. The services provided are free of charge, constituting a real contribution to the welfare of the neighborhood population and an enhancement of the governmental dental services for these communities.
- It also offers training for 4th and 5th year dental students, student interns and postgraduate students under the supervision of Faculty of Oral & Dental Medicine staff members.
Drug Information Center (DIC)

- The mission of Pharmacy Drug Information Center is the provision of competitive, evidence-based, relevant and unbiased drug information services through answering drug-related questions and publicizing periodical Drug Information Newsletters.

Fitness Center (GYM)

A spacious gym was added to MIU athletic facilities. The gym features state-of-the-art aerobic and strength training equipment. Personal trainers are available at all times.

Food Venues

There are many food venues that cater to most students' tastes and preferences. They offer refreshments and a wide variety of hot and cold sandwiches and light snacks. The food venues are open daily from 8:30-6:00. They are strategically located around campus to ensure a quick snack for students with busy schedules.

Information Technology Department (ITD)

The Information Technology department (ITD) aims to improve the quality and cost-effectiveness of higher education at MIU to make IT an area of distinction.

ITD is entrusted with a fundamental responsibility to provide strategic planning and technical direction through the integration of varied new and existing information technologies. ITD also strives to enrich the communication process of the institution by providing:

- **Students MUST check their e-mail regularly because it is the OFFICIAL way of communication between the university and its students.**
- All students must also pay attention to the plasma screens all over the university for announcements.
• Students need to regularly check their student portal; he has to monitor his/her schedules, WU lists, exam schedules, grades, transcripts, online courses, lectures, and assignments and interactions with their instructors.

Video feeds for lectures of online courses are also available.

**Internet Services**

MIU is connected to the Internet which provides communication facilities as well as a vast resource of research material. WIFI access is provided.

Open Access Labs are a part of the services provided by the MIU IT to MIU students. At the Open Access Labs, students can access the Internet for academic purposes. The service includes browsing, uploading, downloading, and printing facilities. Internet Lab regulations:

- No food, beverages or smoking in the lab is allowed.
- No downloading any programs is allowed

**Library**

**Main Library**

The Main Library possesses a large collection in both English and Arabic languages in addition to electronic collections to fulfill educational needs for six faculties of the university: Faculties of Al Alsun and Mass Communication, Business Administration & international Trade, Computer Science, Architecture & Electronics Communication, Pharmacy & Oral & Dental Medicine. Besides the acquisition of print and several physical formats, the Main Library performs commitment to useful resources in the area of electronic resources. There is a computer station inside the Main Library, with 19 public access PCs and wireless connections for internal use. The Main Library is located on the third floor in the Main Building.
**Scientific Library**

The Scientific Library provides a good print and electronic collection for both faculties of Pharmacy and Oral and Dental Medicine. There is a computer station at the entrance of the Scientific Library with 20 public access PCs and wireless connections for internal use. The Scientific Library is located on the third floor in the N Building.

**Electronic Library**

The Electronic Library facilitates to pursue scholarly research, to use information technology, and to study from various collections of print and electronic resources. Electronic Library offers 23 units for individual quiet study assisted with PCs. The Electronic Library also has a well-equipped Orientation Room with 16 PCs and wireless connections for both instructors and librarians to execute their classes inside the library. It also includes a data show with a projector. The Electronic Library is located on the second floor in the Main Building.

**Library Hours:**

<table>
<thead>
<tr>
<th>Days</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sundays - Thursdays</td>
<td>8:30 a.m. - 6:00 p.m.</td>
</tr>
<tr>
<td>Fridays</td>
<td>Closed</td>
</tr>
<tr>
<td>Saturdays</td>
<td>8:30 a.m. - 4:30 p.m.</td>
</tr>
</tbody>
</table>

- Total number of library resources 16,771 (Books, Periodicals, Journals)
- More than 301,452 e-books.
- The library catalog and other services are available on the library web page [www.library.miaeegypt.edu.eg](http://www.library.miaeegypt.edu.eg)

**Library Services:**

- Inside Use of Library materials
- Circulation
- Online Resources
- Online Periodicals and Journals
- Printed Periodicals and Journals
- Current Awareness Services
• Printing Services
• Photocopying Services
• Scanning Services (available in Scientific Library)

**Orientation Sessions**

• Looking for any help in your research papers? Need guidance in the library databases? Book in the library orientation sessions. Visit our library webpage to reserve your place.

**Circulation Policy:**

• Patrons who have a valid university ID card with no fines and no overdue can borrow materials as mentioned below:

<table>
<thead>
<tr>
<th>Patron Type</th>
<th>Loan Period</th>
<th>Max. Books</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty members</td>
<td>2 weeks</td>
<td>5</td>
</tr>
<tr>
<td>Part time</td>
<td>1 week</td>
<td>2</td>
</tr>
<tr>
<td>Faculty members</td>
<td>1 week</td>
<td>3</td>
</tr>
<tr>
<td>Undergraduates</td>
<td>1 week</td>
<td>3</td>
</tr>
<tr>
<td>Postgraduates</td>
<td>2 weeks</td>
<td>4</td>
</tr>
<tr>
<td>Staff</td>
<td>2 weeks</td>
<td>5</td>
</tr>
</tbody>
</table>

• **NEVER** allow another user to use your ID card, or borrow items for another person, as you are responsible for items borrowed with your ID.

• **Fines Policy:**
  Students have to pay fines for overdue books otherwise their final grades will be blocked.

• **Late Return:**
  Item Fine per day: L.E. 5.00
  Lost Items: If the item is lost the charge will be:

  Fine charges + overhead charge (50 L.E.) + replacement cost
The library will consider a Circulated Item “LOST” after 60 days overdue.

If a lost item is found within a year, only the replacement cost is refundable.

• **Reserve:**
  The Reserve System offers two types of services. The first allows textbooks to be used by all students in a particular class. The second allows photocopying from particular library books but not checking them out.
  Students must present their valid university ID card each time requesting an item at the Reserve Desk.
  These materials are due two hours from time of checkout and must be used in the Library.
  Patrons have to return reserve items to the Reserve Desk and not to leave them anywhere otherwise they will not be counted as returned.

• **Library Instructions:**
  Students are NOT allowed to check out books without their ID cards.
  Submit returned books to the library staff at the circulation desk.
  Dictionaries, encyclopedia, reference materials, periodicals and newspapers can NOT be checked out.
  Students can borrow three books at a time for one week. You can renew the books for one more week only. If books are not renewed or returned, fines will be charged.
  DON’T RESHELF books or any library materials after using them.
  Make your mobiles silent before entering the library.
  Students can fill out a request form at the photocopy center if immediate copying is NOT available and they may collect the photocopied material later.
  For more information, please refer to any library staff or leave a note on the survey located on the counter.

**Book Stores Hours:**

Sunday – Thursday from 9:00-3:00
Medical Services

The clinics are located on the ground floor (Rooms 004&005).

The university physician may prescribe medicine and give sick leaves during clinic hours.

If you are sick and visit a private physician, you must send your medical certificate to the MIU Clinic as soon as possible. Even if you are in bed, make sure you call the MIU physician and send the certificate to him. When you return to university you must visit the MIU physician immediately to be examined.

If your certificate is judged valid, it will be discussed by the physician and Students' Affairs Committee to be accepted or rejected.

Photocopying Services:

Photocopying services are available on the main campus. The library on the 3rd floor also offers photocopying services for materials that cannot be checked out such as encyclopedias, periodicals and references. Photocopying of course TEXTBOOKS is NOT allowed.

Prayer Areas

There are two prayer areas:

- One for girls located on the ground floor (R building).

- A mosque for boys.

- Students are not allowed to gather or to study in such places as they are for prayers only.

Recreational Facilities

MIU has a number of recreational facilities for students' use. The music room is equipped with several musical instruments and serves the choral group rehearsals. Sports facilities are constantly upgraded to meet the needs of students.
**Research Guidance Center**

The Research Guidance Center is founded to set the principles of research and academic honesty among students, as well as guide them as they do their research work. It acts as a bridge between professors, students, and research resources, and a kind of guarantee that research done is not copied, plagiarized or written by someone other than the student himself/herself. As such assistants of the center guide and help students write research papers using the proper format, introduce them to the correct method of using available research sources, and ensure that they do not plagiarize. This is done through a series of individual conferences between research center assistants and students.

At each meeting, a different aspect of the research process is discussed, and the student’s progress is monitored and evaluated. Through this valuable system, MIU students are ensured a genuine opportunity for developing research skills, which have practical uses throughout both their academic and professional lives.

**Student Summer Training Program (SSTP)**

MIU organizes training opportunities for students in renowned companies during the summer. Such professional exposure enables the students to fully appreciate the academic learning they go through in the university and gives them an opportunity to be recruited for employment by those companies once they graduate.

SSTP also organizes CV writing workshops and seminars to help prepare students for the MIU employment fair held yearly.
Transportation Services

- MIU offers a reliable and efficient bus service to all parts of Cairo and Giza
- All buses are air-conditioned and supervised by a university attendant in each round
- In addition, a shuttle bus service is available. The bus schedule is announced at the beginning of each semester.

*The university has the right to change any of the above policies. Students will be notified of any change via e-mail.*
Activities
Misr International University ever-growing list of events ensures that its students enjoy a full and varied social life on campus.

What kind of activities are there at MIU?

There are a large number of clubs at MIU, each with a different aim and purpose. Clubs include the following:

- **MIU Model United Nations**

Model United Nations is a simulation of the UN General Assembly and other multilateral bodies. In Model UN, students play the role of ambassadors from UN member states' representatives to debate current issues on the organization’s agenda.

While playing their roles as ambassadors, student “delegates” make speeches, prepare draft resolutions, negotiate with allies and adversaries, resolve conflicts and navigate the Model UN conference rules of procedures - all in the interest of mobilizing “international cooperation” to resolve problems that affect countries all over the world. The club aims to raise the youths’ political awareness by discussing, exchanging and debating political opinions.

- **ASCC for Help**

ASCC is an Awareness service charity club that serves both MIU students and the community through holding charity work. It is concerned with raising awareness towards issues that we perceive as defects in our community.

The club’s mission is encompassed in this quote:

"Vision without action is just a dream, action without Vision is just passing the time but Vision with action can change the world."

This club is responsible for:

Holding charity work like visiting orphanages and giving MIU students the chance to help these children and make them happy.
Distributing Ramadan bags.
Organizing Ramadan iftar in some orphanages.
Organizing Orphans Day on campus.
Organizing blood donation campaigns.
• **Move Club**

The club serves both MIU students and the community in terms of human development and awareness.

The club has two main programs: Community Service and Student Development program.

The club aims to set a role model for student activities in Egyptian universities by developing the club members as well as the community.

• **Utopia Club**

The club develops students' social skills through participating in organizing the university events, festivals, graduation ceremonies, etc.

• **Tuners Club**

The club helps develop the musical and artistic skills for MIU students through training them to sing, play musical instruments and organize concerts.

• **Stock Market Simulation (SMS)**

SMS is an annual academic event organized by students and held at Misr International University. It is a 9-day event divided into 5 days of Academic Sessions and 4 days for the Stock Market Simulation. In the academic sessions, delegates gain information about worldwide stock exchanges, role of financial institutions and members, and finally recent global economic events. In addition, the Simulation helps the delegates understand more by applying a real life experience using a computerized system to live the stock market world as a Broker, Investor, Mutual Funder, or a Banker.

• **Auditing Simulation**

Helps the students apply theoretical knowledge to real life, excel in the accounting and auditing fields and live the experience of being a true auditor.

These simulations help shape students' career plans.
• **Mass Media Club**

It provides an opportunity for students at MIU to explore various media outlets, organizations and programming at the local state and national levels.

It helps develop students’ personalities through discussing problems finding a solution by inviting famous figures in fields of paramount importance.

• **Campainers Club**

This club is a knowledge-oriented organization concerned with developing the community and training university students through campaigning. We teach students how to organize and execute campaigns aimed at improving society.

• **Seed Club**

It is an educational club that aims at maximizing the intellectual, emotional, social and physical potential of children.

The club’s mission is to provide the best child development training programs to create a more effective and influential generation of children through designing and implementing intensive comprehensive programs that equip children with the knowledge and skills needed to face life.

• **DIMAS Club:**

DIMAS is a club for Pharmacy students who aim to serve the community through giving advice and information. This objective is achieved through awareness campaigns and the use of facilities such as the Drug Information Center, drug information software and textbooks.

• **Community Dental Clinic (CDC)**

CDC’s mission is to spread dental health awareness by providing free and impartial dental advice and treatment, by running educational campaigns and involving students in community service activities that will help inform and influence the public.
• **El Warsha**

El Warsha is a student activity that tackles diverse types of art. It aims to boost the creative beast in all students through hands-on workshop sessions. There are around 5 workshops such as; wood-working day, threading, etc.

The artist within you is awaiting to be set free!

• **AIESEC**

AIESEC offers the MIU students an opportunity to develop their leadership skills through 4 weeks of exchange programs of volunteering abroad in different projects to develop community. The students gain a lot of experience and skills that are reflected in their daily lives. We offer five main programs: Cultural Understanding, Education, Entrepreneurship, Environmental Awareness, and Health Awareness.

**LASIM MIU**

LASIM MIU, the League of Arab States Integrated Model is a student activity fully accredited and sponsored by the League of Arab States headquartered in Cairo, Egypt. It’s an activity that targets promoting the Arab League and its importance to university students around Egypt and the Arab world. The model also includes discussing topics that matters to our Arab world politically, economically and socially. It’s active and working in 20 universities around Egypt including BUE, AAST, Nile University, Sherouk Academy, 6 October University, Delta University, Cairo university, Ain Shams University and Alexandria University. The model will reach a target of 40 universities in 2019 both nationally and on the Arab world scale. Every year students from every university make a project based on the sustainable development goals to solve a problem in the Arab world.

**IEEE**

IEEE is an academic association that targets Computer Science and ECE students. It develops their technical skills by planning various events through the academic year.
**DSSA (Dental Students Scientific Association)**

The Dental Student Scientific Association of Misr International University (DSSA MIU) is part of DSSA Egypt, a full member in the International Association of Dental Students (IADS). DSSA MIU is established in December 2015, and is currently being run under the supervision of Prof. Nehad Samir. DSSA MIU launches various programs, including prophylaxis campaigns, scientific research and events, dental convoys, student exchange and more. DSSA MIU currently has 52 members including doctors, interns and students.

**MST (Marketing Simulation Tournament)**

MST is an MIU-based club that provides sessions on online marketing to MIU students from all majors. The club organizes three events every year where more than 100 delegates from the university compete in the field of marketing. Participants are awarded international certificates accredited by "Marketing Place Organization".

**IhepC (International Hepatitis Club)**

International Hepatitis Club located in MIU is a student activity raised by non-paid volunteers who achieve the goal of a Hepatitis C & B Free Community, through awareness screening campaigns and treatment campaigns held by our follow up team.

Our target is to raise awareness about the diseases, ways of infection and treatment. The campaigns are sponsored by Pharco (Pharmaceutical Company)

**Lead**

This is an MIU based club that organizes a wide variety of events; including sports, entertainment, development and charity

**TedXmiu**

Ted is a non-profit organization dedicated to spread inspiring ideas. TED stands for Technology Entertainment and Design- three areas that are collectively shaping our future.
Enactus

Enactus is a worldwide organization it aims to raise the awareness on the benefits of entrepreneurship by organizing sessions and participating in national competitions with 56 other universities.

Gamers Lounge

Gamers Lounge is the first entertainment club in MIU that organizes gaming & anime events and academic sessions on "Gaming Development" using 3DSMAX & Unity Engine.

Membership is open in all clubs. Proposals for new clubs are most welcome.

How will you benefit?

University years are not only academic years. Activities and social life are important as well. You can benefit from activities in many ways:

• Your years at MIU will be exciting and memorable.
• You will make more friends and have more fun.
• You will gain experience and skill in whatever area the club or group is concerned with. You will also learn valuable experiences concerning leadership, organization and responsibility.
• You will learn to deal with many different kinds of people.
• Most businesses would rather hire someone who has been involved in activities rather than one who just got a very high GPA. Having worthwhile activities on your CV is definitely an asset.

How to be an active member?

You have to be:

Energetic, by attending most of the meetings and participating in most of the club activities.

Promising, by letting your superiors feel that you are a hard worker. Do not promise that you will do tasks that are beyond your capabilities.
Punctual, as this is something you have to apply to your life in general. Learn to manage time.

Events

MIU also organizes many parties and open days that students can participate in. Among the events are the Welcome Party, Choco-Christmas Festival, Senior Festival, etc.

• International Day

The Annual International day is one of the most awaited events at MIU. Students seize this opportunity in order to show off their creativity in representing the countries. The day is always filled with an array of colors and aromas of many different nations.

• Community Service

A series of charity and community service events were held on campus such as blood donations and clothes collecting campaigns.

• Sports

The Annual Sports Day has become a much-awaited event. Many teams compete in the University Tournament. Other ‘fun’ sports activities take place as well: darts, balloon shaving, and tug-of-war games.

MIU Sports Tournament is another popular event in which students compete, in soccer, volley ball, table tennis and basketball games. The valuable prizes make the competition fiercer and worthwhile.

Many MIU students achieve high ranks in the National Universities Championships in sports such as Judo, Tennis, and squash.

Trips

MIU offers a variety of travel experiences inside and outside Egypt in which students benefit both socially and academically. The academic trips are directly linked to their course work and there’s usually a task assigned. The recreational trips are carefully organized to suit the interests of all students.

For more details, check with the Public Relations Office (PR) Room 009
MIU Student Guide

Important Notes
اعتماد الأوراق الرسمية

تقوم الجامعة بإصدار و اعتماد بعض الأوراق الرسمية للطلبة المقيمين بالجامعة عن طريق صدور موافقة مكتب تنسيق القبول للجامعات الخاصة مثل:

- إثبات القدح بالجامعة بصدور لجهة محددة و يختتم بخاتم الشعار.
- أوراق استخراج بطاقة الرقم القومي و تختتم بخاتم الشعار، ينصح باستخراجهما مبكرا خاصة بالذكور.
- أوراق أشتركات و سائل النقل العام المختلفة (قطارات- مترو- أتوبيس) و تختتم بخاتم الشعار.
- أوراق إثبات المصروفات و إعادة تصدر للمجلس الحسيبي و تختتم بخاتم الشعار.
- أوراق التدريب للطلبة بالشركات أو البنوك.... إلخ.
- ﺑأوراق رسمية أخرى.

نظرًا لأن معظم الأوراق تحتاج إلى الختم بختم الشعار و هو موجود بوزارة التعليم العالي إذا فأن استخراج هذه الأوراق يستغرق عدة أيام عمل من تاريخ تقديم الطلب لذا مطلوب من الطلبة مراعاة ذلك و التقديم ببطلياتهم مبكرا.

تقديم الطلبات:

- الغرفة (030) بالدور الأرضي بالمبنى الرئيسي هي المكان المخصص لإستخراج الأوراق الرسمية طرف الموظف المختص.
- يتم على النموذج الخاص لكل حالة بمعرفة الطالب نفسه أو ولي الأمر، و تسليمه للمسنول واستلام إيضاح متابعة وتسليم الطلب.
- يسعد مبلغ نظير استخراج الأوراق الرسمية.
- يرقق بكل طلب تقديم (إثبات وجه/ إفادة) صورة من بطاقة الرقم القومي أو صورة من شهادة ميلاد مميتة مدون عليها الرقم القومي.
- يرقق بكل طلب موجه إلى السفارات الأجنبية صورة جواز السفر (الصفحة المدون بها اسم الطالب).
- الطلبة الذين تأثروا بالغير مسرربين يرقق جواز السفر الأجنبي مع كل طالب.
- يراجع الطلبات بالتليفون المدون على الإيصال لمعرفة موعد استلام طلبه.
- تسلم الأولاق الرسمية بعد إنتهاء الإجراء إلى الطالب شخصيا أو إلى ولي الأمر بواسطة إيصال الاستلام (الواحد فقط أو من بوعله رسميا).
شروط استخراج الأوراق الرسمية:

- أن تكون جميع أوراق التسجيل للطالب بالجامعة كاملة ومستوفاة بإدارة القبول والتسجيل.
- أن يكون مسدد أقساط المصرفات المستحقة عليه وقت تقديم الطلب.
- أن يكون مستوفى جميع متطلباته مع باقي إدارات الجامعة (الإرشاد الأكاديمي، المكتبة... الخ).
- إثبات القدرة بالجامعة يصدر لجهة محددة ولا يصدر لمن يهمه الأمر.
- إتمام أوراق التجديد للطالب الدروسي المصريين.
تواصل شباب جامعة مصر الدولية بالتجنيد

الخدمة العسكرية واجبة على كل مصري من الذكور يبلغ من العمر 18 سنة حسب القوانين المصرية (127 لسنة 80) وهي مسئوَّلة شخصية على الشاب وحدها، تبدأ علاقة الشاب بالتجنيد عند انتهاء ال16 سنة و إستخراج البطاقة الشخصية (الرقم القومي) من السجل المدني الملحق بقسم الشرطة التابع له حيث يبدأ تسجيله في كشفات التجنيد. بلوغ الشاب سن 18 سنة تصدر له البطاقة العسكرية (بطاقة 6 جنود) عند مندوب التجنيد الموجود بقسم الشرطة الصادر منه البطاقة الشخصية (الرقم القومي).

ويجب على الطالب التوجه بنفسه لإسماعها شخصيًا.

عقب إستلام الشاب البطاقة العسكرية المذكورة يجب تسليمها مباشرة ويرفق بها النموذج 2 إلى مكتب التجنيد بالجامعةغرفة 301 للبدء في إجراءات تأجيل التجنيد الدراسي للمستحقيين.


طبقًا للقانون :-

لاجوز أن يطلق طالب بالكليات أو يتسبب إليها أو يبقى فيها بعد إتمام التاسعة عشر ما لم يكن حاملا البطاقة العسكرية 6 جنود (مادة 38 من القانون 127 لسنة 80).

وذلك لا يمكن أن يبقى طالب بالكليات بعد إتمام سن العشرين ما لم يكن موقعة من التجنيد معروف.

و محدد بأحادى الوثائق الرسمية :-

قرار التأجيل الدراسي ، تقوم الجامعة بتسليمه بعد إستخراجه بعد تسليم البطاقة 6 جنود.

شهادة الإعفاء من الخدمة (موقعة/نهائية) ويقوم بإستخراجه الطالب بنفسه ويحتفظ بالأصل لدى الجامعة طوال دراسته بها.

شهادة الإعفاء من الخدمة ويقوم بإستخراجه الطالب بنفسه ويحتفظ بالأصل لدى الجامعة طوال دراسته بها.

شهادة أداء الخدمة أو الإرجاء منها ويقوم بإستخراجه الطلبة بنفسه.

الإجراءات :-

الطالب المستحق تأجيل التجنيد للدراسة (من مواليدين 2000) عليه إحضار البطاقة العسكرية 6 جنود و يحق بها النموذج 2 جنود فورًا، مواليد عام 2000 وما بعدها يجب تسليمه عقب الأعلان عن ذلك و حسب مواليد السنة التي تطلب التأجيل والذى عادة ما يكون معلناً عن في لوائح إعلانات الجامعة وتسلمها إلى مكتب التجنيد (غرفة 003) بالمبنى الرئيسي للجامعة.

الطلبة المستحقة للإعفاءات بأي نواع عليها تقدم أصل شهادة الإعفاء إلى مكتب التجنيد مع مراعاة أن تكون سارية المفعول و يحق في مواعيدها ويحتفظ بها بالجامعة حتى التخرج.
يحتفظ بأصول الشهادات في الجامعة طوال وصول الطالب بالجامعة حتى التخرج أو الأنسحاب أو بلوغ الحد الأقصي للتأجل أو الأعفاء.

أنواع الإعفاءات:

1- الإعفاء النهائي:
- عدم اللياقة الطبية.
- الأبناء الوحيد لأب أو أمه قادرين على الكسب أو المتوفى.
- أكبر المستجيبين للتجنيد من أخوة أو أبناء الشهد.

2- الإعفاء المؤقت:
- الأبناء الوحيدين لوالده الحي.
- العائلة الوحيدين لوالدته الأرملة أو المطلقة.
- العائلة الوحيدين لمخاشه غير المتزوجات.

3- الاستثناء من الخدمة:
- ملزم الجنسية إلى أن يفقد الجنسية الأجنبية.
- لأسباب أمنية.

ويزال الإعفاء بزوال السبب.

تأجيل التجنيد الدراسي يمتد حتى بلوغ الطالب سن 28 سنة أو التخرج أياهما أسبق و يحدد التأجيل على الكلية الملتزما بها الطالب والسجل عليها، على أنه عند تحويل الطالب من كلية إلى أخرى يجب تحويل تأجيل التجنيد، و يراعى أن يتم ذلك مرة واحدة بعد بلوغ الطالب من سن 22 سنة. يحق له التحويل من كلية إلى أخرى مرة واحدة فقط.

استخراج أثاث القيود و إعداد الوثائق:

استخراج أو تجديد جوازات السفر وتصاريح السفر للخارج للطلبة بعد سن الثامن عشر تحتاج إلى تحديد موقفه التجنيدى واستخراج أطااف قيد من الجامعة بذلك، ويلزم البدء في هذه الإجراءات قبل فترة زمنية مناسبة تسمح باستخراج الأوراق المطلوبة قبل السفر بوقت كافى.

الطلبة بعد سن 18 سنة وترغب في السفر للخارج عليهم استخراج تصريح سفر من إدارة التجنيد قبل الذهاب إلى المطار للسفر.
التربية العسكرية

مادة التربية العسكرية أصبحت تطبق على طلبة الجامعات الخاصة طبقاً للقانون 46 الصادرة عام 1973 وهي ملزمة للطلبة الذكور كشرط للتخرج ويمكن تنفيذها خلال الدورات التي يعلن عنها اعتباراً من الآن وحتى التخرج وكلما كان تنفيذها أسبق كلما كان أحسن للطالب.

لايمح للطالب التسجيل في مقرات الفرقة النهائية إلا بعد النجاح في دورة التربية العسكرية.

الإستفسارات:

الأمن غرفة رقم 016.
الأتوبيسات غرفة رقم 025.
tربية العسكرية غرفة رقم 023.
التجديد والإفادات غرفة رقم 003.
القطاع الطبي

تعريف بالقطاع الطبي بالجامعة:

يقع المجمع الطبي بالجامعة بالمبنى الرئيسي بالدور الأرضي ويحتوي على عيادات تقدم خدمة الكشف الطبي والإسعافات الأولية لحالات الطوارئ وذلك أثناء تواجد الطلبة بالجامعة، وكذلك يقوم أطباء القطاع الطبي بوصف العلاج اللازمن للطلاب بعد إعطاء العلاج الطبي المبتدئ من العيادة.

خدمة التأمين الصحي:

حرصت الجامعة منذ أنشائها على التعامل مع كبرى المستشفى الإستثمارية مثل النيل بدراوي و القاهرة التخصصي، والسلام بالمهندسين وغيرهما، وذلك عن طريق شركة مديتي كبر التأمين الصحي. وبناءً على ذلك يوجد تغطية علاجية لكل طالب على مدار العام في حالة احتياجه للكشف الطبي في جميع التخصصات، وكذلك يوجد تغطية لإجراء الفحوصات الطبية، والعمليات الجراحية، وأعمال الطوارئ وذلك بمبلغ 7500 جنيه، تشمل (سبعة ألاف وخمسون جنيه) في العام لكل طالب بإستثناء علاج الأسنان والعلاج النفسي و جراحات التجميل.

يتم كل طلب من القطاع الطبي الكارثي الخاص به، و يتم إرسال اسماء المستشفى على e-mail للجامعة حتى يتم تسجيله في الاستفادة من الخدمات المذكورة، مع العلم بأن خدمة التأمين الصحي للطلبة مقدمة من الجامعة كخدمة مجانية لأبنائها الطلبة.

إحصاء الأجازات المرضية:

في حالة مرض الطالب و هو متواجد بالجامعة عليه مراجعة طبيب الجامعة لتوقيع الكشف الطبي عليه و إعطائه العلاج اللازم.

أما في حالة وجود الطالب في المنزل فإنه يجب عليه إبلاغ طبيب الجامعة بمرضه و مراجعة عيادة الجامعة عند عودته ومعه الشهادات الطبية، و الاعلاماتabella الأعاصيرة على المرض لمناقشة الحالة من قبل لجنة الطبية في مجلس شئون الطلاب لرفض أو قبول الحالة المرضية، واتخاذ القرار المناسب في شأن الأجازة المرضية.

و على الطالب عند عودته مراجعة عيادة الجامعة ثم التوجه مباشرة إلى مكتب دعم الطلاب للأبلاغ عن مافاته من تكليفات دراسية أثناء مرضه.

الغياب أثناء الإمتحانات لدواعي مرضية:

يكون إعداد الغياب في مثل هذه الحالات وفقاً للروائح والقوانين المنظمة لذلك وفي حالات الطوارئ القصوى فقط و على الطلبة المريض إبلاغ القطاع الطبي بالجامعة بمرضه قبل الامتحان أو في يوم الامتحان حتى يتسمى إتخاذ الإجراء المناسب وفقاً للحالة. و يتم عرض هذه الحالات على اللجنة الطبية بالجامعة و مجلس شئون الطلاب لاتخاذ القرار المناسب وفقاً للقوانين والروائح.

و و القطاع الطبي بالجامعة يرحب بأي استفسار من الطلبة.
التعليمات الأمنية بجامعة مصرالدولية

بطاقة الهوية الجامعية (ID):

ب، تعد بطاقة الهوية الجامعية وثيقة مهمة تحفظ للطلبة حقوقهم ولجامعة أمنها وسلامتها. لذا يجب على الطلاب مايلي:

- الحفاظ على البطاقة والأهمام بها مسؤولة شخصية لصاحبها لا يجوز له استخدامها في غير الأغراض المخصصة لها أو إعارتها لأي شخص آخر من داخل الجامعة وخارجها.
- أن يحملها بصفته دامية هوته الجامعة ويظهرها عند الطلب دون أي اعتراض.

أولا: الدخول والخروج من البوابات:

1. مخصص باب لدخول الطلبة و버ب لدخول الطلبة صحايا وبنهاية اليوم الدراسي الخروج من باب واحد.
2. إظهار الـI.D الخاص بالطلبة عند الدخول. ويدع المستخدم في الدخول من البوابة الإلكترونية.
3. عدم اصطحاب أي أفراد من خارج الجامعة (أصدقاء، إخوة).
4. عدم ترك أي متعلقات شخصية على البوابات أو لدى أي شخص داخل الجامعة ووضع بحجة الأمانات.
5. الألتزام بالدخول في التوقيت المحدد ويبدأ من وصول أول حافلة للجامعة.
6. عند طلب دخول أي مشاريع هندسية أو أجهزة لاب من إخطار الكلية بذلك.
7. لا تترك الـI.D لأي فرد من خارج الجامعة.
8. دخول أولويه الأمور من الباب الرئيسى وترك السيارات خارج الجامعة وغير مسموح لهم الدخول من باب الطلبة.

ثانيا: أماكن انتظار السيارات:

1. توضع سيارات الطلبة في الأماكن المخصصة للطلبة (مكان الانتظار الموجود على الجانب الآخر "الشركة الوطنية" واستخدام كورى المشاة) حتى إنتهاء توقيت العمل الرسمي ولا يوجد سيارة أو داخلها أو الجلوس عليها.
2. لا تترك أي شيء سيارة وتأكد من غلقها قبل دخول الجامعة وعند ترك متعلقات ثمينية داخلها.
3. لا تترك سياراتك بعد الالعاب المحددة على الطريق حتى لا ت تعرض للفعمال أو السوء أو الحوادث.
4. الالتزام للتعليمات إدارة ساحة انتظار (مكان الانتظار الموجود على الجانب الآخر "الشركة الوطنية" واستخدام كورى المشاة)
5. انتبه إلى السائق الخاص بك بالانتظار في ساحة انتظار السيارات.
6. في حالة عطل سيارتك يتم إبلاغ الأمن قبل مغادرة الجامعة وإخلائها قبل إنتهاء توقيتات العمل الرسمي.

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لا يتم دخول ساحة الانتظار إلا بموجب ID الطالب شخصياً و الملصق الخاص بذلك ويتم إستلامه من الغرفة 003.

7. لا يتم دخول ساحة الانتظار إلا بموجب ID الطالب شخصياً و الملصق الخاص بذلك ويتم إستلامه من الغرفة 003.

8. في حالة السهر لطلبة كليات (الهندسة، الحاسب الآلي الأعلام، الخ...) يتم تجميع السيارات بعد إنهاء توقيتات العمل الرسمية أمام باب الطلبة.

9. في حالة الأгалض بالسائق أمام باب الطلبة للأنصارف يتم قبلها وقت قصير جداً.

ثالثاً: الأتوبيسات:

1. الالتزام بركوب الحافلة في المواعيد المحددة صبحاً ومساءً.

2. لا يسمح للطالب بركوب الحافلة إلا بID الأتوبيس.

3. الانتباه قبل وصول الحافلة صباحاً و بوجه أمان يعكس بخطوات السير المحددة من الجامعة.

4. اللجوء في الأماكن المخصصة للطلبة لأن الصفوف الأولى مخصصة لأعضاء هيئة التدريس.

5. ممنوع التدخين و الأكل والشرب داخل الحافلة.

6. عدم طلب تشغيل أي شرائط كاسيت.

7. الالتزام بالهدوء داخل الحافلة.

8. للاستعمال مع السائق وتعامل مع المشرف فقط.

9. خطوات سير الحافلات في أيام الأمتحانات مجموعاً من مبادإين عامة سيتم الإعلان عنها قبل الأمتحانات.

10. تأكد من وجود فرد الأمن/المشرف عند استخدام الحافلة ومغادرة الجامعة.

11. لن يتم فتح أبواب الحافلة بعد التحرك لمغادرة الجامعة.

رابعاً: المحاضرات:

1. الالتزام بمبعد المحاضرة.

2. الالتزام بالقواعد وتعليمات الانتظام بالحضور.

3. عدم التواجد بقاعات المحاضرات أو المعامل إلا في وجود عضو هيئة التدريس

4. لاترك متعلقاتك الشخصية داخل المحاضرة أثناء فترات الراحة.

5. الالتزام بالهدوء في الطرق المحيطة بقاعات المحاضرات.

6. التأخير بسبب الحافلة سوف يتم الإعلان عنه في حينه بعد مراجعة الأمن في التوقيت الأول للمحاضرات فقط.

7. ممنوع التدخين والأكل والشرب داخل قاعات المحاضرات
خامسًا: الأمتحانات:

1. التأكد من توقيت الأمتحانات.
2. لايمُنح للطالب بدخول لجنة الأُمتحانات بعد مرور نصف ساعة على بدء الأُمتحان.
3. يجب خروج الطالب من قاعة الأُمتحان قبل إنقضاء منتصف الوقت المقرر لامتحان وطلبًا لما يقرره رئيس لجنة الأُمتحان بحسب ظروف الحال.
4. التليفون المحمول والمذكرات غير مصرح بدخولها إلى اللجنة.
5. الهدوء عند الدخول أو الخروج من اللجنة.
6. ممنوع كتابة أي معلومات على مكان جلوسك بلجنة الأُمتحانات وكذلك الأدوات الكتابية (أله حاسبه - مسطر).

سادسًا: تعليمات عامة:

1. منع التدخين في طرقات الجامعة وفي الأماكن المغلقة والمباني و الحمامات.
2. الطالب مسؤول عن متعلقاته الشخصية (نقود محمول - أدوات كتيبية.....إلخ).
3. المفوقات التي يتم إعفو عليها يتم تسليمها في الغرفة (016) و الاستعلام والأستلام من نفس الغرفة.
4. ممنوع الجلوس على الأرض أو الأرصفة أو السلال حفاظاً على المظهر العام.
5. ممنوع إحضار أي حيوانات أليفة بالجامعة.
6. ممارسة الأنشطة الرياضية في الأماكن المخصصة لها.
7. تجنب التعامل الغير لائق الذي يؤدي إلى التشاجر.
8. أي شكاوى تكون عن طريق مكتب دعم الطلاب SSO.
9. ممنوع جمع التبرعات إلا بذات من إدارة الجامعة.
10. يمنع تصوير أي طالب أو طالبة أو العاملين بالجامعة أو تداول صور خاصة بهم دون موافقتهم.
11. ممنوع لتق الإعلانات على الحوائط أو داخل لوحات الإعلانات وكذلك توزيع الدعوات لأي مناسبات أو أعراف الدعاية والاعلان إلا بذات من مكتب العلاقات العامة (PR).
12. ممنوع إحضار الألعاب الغير لائقة بالحرم الجامعي (الكوشينة.الزهر-....إلخ).
13. المسجد للصلاة فقط ولايمُنح بمراجعة الدروس أو الأُمتحان بالمسجد حتى تترك فروشة لزميلك للصلاة ولا يتم في أماكن أخرى.
14. المحافظة على أثاث المباني و المعامل و الملاعب والأجهزة والمعدات والمزروعات لأنها ملكك ولدى النهاية ستعود عليك ولمن بعده.
15. لا توجد في الأماكن الغير مسموح لك بالاستخدام فيها مثل ( محطة الكهرباء - خلف المباني - مكاتب الموظفين).
16. ممنوع دخول مكاتب أعضاء هيئة التدريس إلا أثناء تواجدهم فيها.
17. ممنوع إحضار الأسلحة البيضاء - مسندات الصوت - الألعاب النارية وماشابه ذلك.
18. الالتزام أثناء قيامك برحلة ( علمية - تعليمية - ترفيهية ) بتعليمات الجامعة والمراقبين.
19. ممنوع الدخول بمعدات مصورة بكاميرات من خارج الجامعة لتوظيعها على الطلبة.
20. الالتزام أيام السهر بالاماكن المخصصة للسهر و عدم التخول داخل الجامعة ليلا.
21. أي طالب يقوم بالتحويل من كلية إلى أخرى داخل الجامعة يتم تسليم ID الكلية المحول منها إلى إدارة القبول و التسجيل.
22. ممنوع بيع تذاكر الحفلات التي تمنح للطلبة مجانا ( PR ).
23. ممنوع الدعابة داخل الجامعة إلا إذا كان مسبقا من مكتب العلاقات العامة.
24. غير مسموح بارتداء الشورت داخل الجامعة.
25. ممنوع بنعاء بانع أو العناصر والمظاهرات داخل الحرم الجامعي.
26. ممنوع استخدام أسم أو شعار الجامعة إلا بعد الحصول على الأذن اللازمة لذلك.