Misr International University

MIU Students Guide

2015-2016
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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>Credit hours</th>
<th>Class Standing</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 (For Faculties of Al-Alsun, Business Administration, Computer Science and Mass Communication)</td>
</tr>
<tr>
<td>99&lt;135</td>
<td>Senior First year (Engineering &amp; Pharmacy Majors)</td>
</tr>
<tr>
<td>135 &amp; above</td>
<td>Senior Second year (Engineering &amp; Pharmacy Majors)</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 courses they wish to take the following semester.
- Each student is responsible for choosing and registering in courses during the on-line advising period. (For all faculties except Dentistry students).
- Students who fail to do their online advising during the set period will be listed as “Done by Advisor”.
- "Done by Advisor" students are not allowed, under any circumstances, to drop/add any courses during the Drop/Add period. They can only drop courses.

Students are urged to settle any obligations or issues regarding the following in order to be able to proceed with advising:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Financial issues for previous semester.</td>
</tr>
<tr>
<td>2.</td>
<td>Drafting for male students.</td>
</tr>
<tr>
<td>3.</td>
<td>Library overdue fines /books.</td>
</tr>
<tr>
<td>4.</td>
<td>Completing the online Course Evaluation.</td>
</tr>
<tr>
<td>5.</td>
<td>Admissions and registration pending issues.</td>
</tr>
</tbody>
</table>

- 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’s 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 60-66 credit hours or else he/she will be prohibited from advising online.

Adding and Dropping Courses

Students are responsible for checking the MIU calendar for Adding and/or Dropping courses.

• A student may add/drop a maximum of two courses during the first week of the semester pending availability of places in the requested course.
• 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 courses is done online for all faculties except faculty of Dentistry.
• Students are NOT allowed to drop any English courses.
• Students CANNOT drop/add any course during the Drop/Add period if:
  a- They have not fulfilled their financial obligations for the current semester.
  b- Their schedule was “Done by Advisor” (they can only drop courses).
• It is prohibited to change from one section to another or from one group to another.
• 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 201, main campus.

If you have any problem, you can also contact the Advising Center through the advising messages or the e-mail (advisingcenter@miuegypt.edu.eg) and you will get the reply as soon as possible.
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) (Focus on Analysis and Evaluation)
  - should be completed within the second year

- Freshman I (ENG101) (Focus on Argument and logical reasoning skills)
  - should be completed within the third year

- Freshman II (ENG102) (Focus on research writing skills)
  - 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 late. 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 itin 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 any course. If anyone’s absence exceeds 25% (with or without excuses) in any course, he/she will not be permitted to continue attending the course and will not sit for the exam. Students can visit the clinic in severe cases of health complications or file a petition to student support office (SSO) in personal emergencies to get an extra 5%. Cases are looked into but not necessarily approved.

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.

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 will be granted an F in his 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>Grade</th>
<th>Percentage</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>F</td>
<td>0-60</td>
<td>0.00</td>
</tr>
<tr>
<td>D</td>
<td>60-62.5</td>
<td>1.00</td>
</tr>
<tr>
<td>D+</td>
<td>62.5-65</td>
<td>1.30</td>
</tr>
<tr>
<td>C-</td>
<td>65-67.5</td>
<td>1.70</td>
</tr>
<tr>
<td>C</td>
<td>67.5-70</td>
<td>2.00</td>
</tr>
<tr>
<td>C+</td>
<td>70-72.5</td>
<td>2.30</td>
</tr>
<tr>
<td>B-</td>
<td>72.5-75</td>
<td>2.70</td>
</tr>
<tr>
<td>B</td>
<td>75-80</td>
<td>3.00</td>
</tr>
<tr>
<td>B+</td>
<td>80-85</td>
<td>3.30</td>
</tr>
<tr>
<td>A-</td>
<td>85-90</td>
<td>3.70</td>
</tr>
<tr>
<td>A</td>
<td>90 and above</td>
<td>4.00</td>
</tr>
</tbody>
</table>

For Faculties of Pharmacy & Dentistry and Faculty of Engineering (starting class of 2014):

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>F</td>
<td>0-50</td>
<td>0.00</td>
</tr>
<tr>
<td>D</td>
<td>50-52.5</td>
<td>1.00</td>
</tr>
<tr>
<td>D+</td>
<td>52.5-55</td>
<td>1.30</td>
</tr>
<tr>
<td>C-</td>
<td>55-60</td>
<td>1.70</td>
</tr>
<tr>
<td>C</td>
<td>60-65</td>
<td>2.00</td>
</tr>
<tr>
<td>C+</td>
<td>65-70</td>
<td>2.30</td>
</tr>
<tr>
<td>B-</td>
<td>70-75</td>
<td>2.70</td>
</tr>
<tr>
<td>B</td>
<td>75-80</td>
<td>3.00</td>
</tr>
<tr>
<td>B+</td>
<td>80-85</td>
<td>3.30</td>
</tr>
<tr>
<td>A-</td>
<td>85-90</td>
<td>3.70</td>
</tr>
<tr>
<td>A</td>
<td>90 and above</td>
<td>4.00</td>
</tr>
</tbody>
</table>

For All Other Faculties:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>F</td>
<td>0-50</td>
<td>0.00</td>
</tr>
<tr>
<td>D</td>
<td>50-52.5</td>
<td>1.00</td>
</tr>
<tr>
<td>D+</td>
<td>52.5-55</td>
<td>1.30</td>
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<tr>
<td>C-</td>
<td>55-60</td>
<td>1.70</td>
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<td>C</td>
<td>60-65</td>
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<tr>
<td>A-</td>
<td>85-90</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. Grades (C-), (D+), and (D) are conditionally passing grades. 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>Code</th>
<th>Description</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 than 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.**

- Starting registration date, students are allowed a maximum of two academic years (four semesters) to finish first year requirements or 33 credit hours.

- After finishing first year, students are allowed two academic years (four semesters) to finish second year requirements or 66 credit hours.

- After finishing second year, students are allowed two academic years (four semesters) to finish third year requirements or 99 credit hours.

- After finishing third year, students are allowed two academic years (four semesters) to finish fourth year requirements or 135 credit hours for the faculties of Engineering, Dentistry and Pharmacy.

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

The above applies for all faculties

**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 will not be able to graduate without sitting for the complementary exams required.

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.*
MIU Students Guide

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 within one week after receiving grades 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 all the following areas:
- Library.
- Dental Clinics.
- Welcome Party - Festival.

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 interviewing 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. The MIU cafeteria occupies a separate building between the Main Campus and the Pharmacy Building. It offers refreshments and a wide variety of hot and cold sandwiches and light snacks. The cafeteria is open daily from 8:30-4:30 and has a large air-conditioned seating area. Other venues 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 chatting on the Net 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, Mass Communication, Business Administration, Computer Science, Architecture and Electronics and Communications. Besides the acquisition of pint and several physical formats, the Main Library performs commitment to useful resources in the area of electronic resources. There is a computer station at the entrance of the Main Library, with nine public access PCs and wireless connections for internal use. The Main Library is located on the fourth floor in the Main Building.
**Scientific Library**

The Scientific Library provides a good print and electronic collection for both faculties of Pharmacy and Dental and Oral 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.

**Library Hours:**

<p>| | |</p>
<table>
<thead>
<tr>
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</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>
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</tbody>
</table>

- Total number of library resources 15,925 (Books, Periodicals, Journals)
- More than 165,203 e-books.
- The library catalog and other services are available on the library web page [www.library.miuegypt.edu.eg](http://www.library.miuegypt.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**

**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>4</td>
</tr>
<tr>
<td>Postgraduates</td>
<td>2 weeks</td>
<td>5</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. 2.00
  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 clinic is located on the ground floor (Room 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. In the Art Room, students can work alone or ask for advice from the Art Club supervisors. 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 life.

**Student Summer Training Program (SSTP)**

MIU organizes SSTP for students with GPA of 3.00 and above. Renowned companies are contacted on annual basis to provide summer training opportunities to students. Upon completion, companies submit evaluation reports to the university on the student’s performance during their training session. Such focused professional exposure enables the students to fully appreciate the academic learning they go through in the university. It also gives them an opportunity to be recruited for employment by those companies once they graduate.

Career planning Workshops are a series of workshops and seminars conducted by professionals in the field of human resources.

The goal of the workshops is to help prepare students for the employment fair held yearly, to teach them the various organizational plans for CVs, and to guide them with writing their own CVs and application letters.

**Study Room**

- MIU has a number of study rooms for students who need a quiet atmosphere to work on group projects and other assignments. Wireless access is provided.

**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.
MIU Students Guide

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 step into the shoes of ambassadors from UN member states 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."

• **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 is 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.

MIU believes that these simulations should change students' career plans.

• **Mass Media Club**

Mass Media Club is divided into 3 parts: Mass Media, MIU TV and Paparazzi. They provide opportunity for students at MIU to explore various media outlets, organizations and programming at the local state and national levels.

They provide media coverage for all MIU events on Campus.
• **Campaigners Club**

This club is a knowledge Oriented Organization concerned with developing community and training university students through campaigning. We teach students how to campaign 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 for children.

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

• **MIU Sports Club**

MIU sports club is MIU’s first club dedicated to sports.

It will help students to develop their sports and teamwork skills by:

1- Providing Training every week during the Assembly Hour
2- Creating teams and playing matches at MIU.
3- Allowing students to participate and learn different types of sports such as football, basketball, volleyball and ping pong.

• **Microsoft Tech Club:**

The club helps:

- Recognize top young minds from around the world who are passionate about technology.
- Help others learn about the technology of today and tomorrow.
• **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.

• **Mechanology Club:**

Mechanology is a club that aims at fusing the science of robots into our everyday life. MIU students are given the chance to develop both simple and sophisticated projects that involve robots.

• **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 waiting to be set free!

**Magazine**

3alwara2

3alwara2 is an English / Arabic publication for MIU students, staff, and alumni which offers a space for you to display your creative talent. The magazine includes student drawings, cartoons, photographs and writings.

**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, volleyball, 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 Students Guide

Important Notes
اعتماد الأوراق الرسمية

تقوم الجامعة بإصدار واعتماد بعض الأوراق الرسمية للطلبة المقيمين بالجامعة عقب صدور موافقة مكتب تنسيق القبول للجامعات الخاصة مثل:

- إثبات القدّ بالجامعة يصدر لجهة محددة ويختم بخاتم الشعار.
- أوراق استخراج بطاقة الرقم القومي وتختم بخاتم الشعار، يصبح باستخراجها مبكرًا خاصة الذكور.
- أوراق أشراكات وسائق النقل العام المختلفة (قطارات-مترو-سائيس) وتُختم بخاتم الشعار.
- أوراق إثبات المصروفات وعادة تصدر للمجلس الحربي وتُختم بخاتم الشعار.
- أوراق التدريب للطلبة بالشركات أو البنوك....إلخ.
- أى أوراق رسمية أخرى.

نظراً لأن معظم الأوراق تحتاج إلى الختم بخاتم الشعار وهو موجود بوزارة التعليم العالي إذا فإن استخراج هذه الأوراق يستغرق عدة أيام عمل من تاريخ تقديم الطلب لذا مطلوب من الطلبة مراعاة ذلك وتقديم بطلياتهم مبكرًا.

تقديم الطلبات

- الغرفة (003) بالدور الأرضي بالمبنى الرئيسي هي المكان الخاص لإستخراج الأوراق الرسمية طرف.
- الموظف المختص.
- يتم ملء النموذج المخصص لكل حالة بمعرفة الطالب نفسه أو ولي الأمر في الحالات الطارئة، وتسليم النموذج للمسنول وتابعته.
- تسلم الأوراق الرسمية بعد انتهاء الإجراء إلى الطالب شخصياً أو إلى ولي الأمر (والحال فقط أو من يفوضه).
- يسدد مبلغ نظير الأوراق الرسمية مثل (الإفادات الصادرة إلى الجهات الرسمية الحكومية، طلبات استخراج جوازات السفر ....إلخ).
- يرفق بكل طلب تقديم (إثبات قيد/إفادة) صورة من بطاقة الرقم القومي أو صورة من شهادة ميلاد مميزة مدون عليها الرقم القومي.
- يرفق بكل طلب موجه إلى السفارات الأجنبية صورة جواز السفر (الصفحة المدفوع بها اسم الطالب).
- الطلبة الغير مصريين يرفق جواز السفر الأجنبي مع كل طالب.
شروط إستخراج الأوراق الرسمية:

- أن تكون جميع أوراق التسجيل للطالب بالجامعة كاملة و مستوفاة بإدارة القبول و التسجيل.
- أن يكون مسداً للكافة المصرفات المستحقة عليه وقت تقديم الطلب.
- إثبات القيد بالجامعة يصدر لجهة محددة ولا يصدر لمن يهمه الأمر.
- استكمال أوراق التجنيد للطلبه الذكور المصريين.
 العلاقة بين شاب جامعة مصر الدولية بالتجنيد

الخدمة العسكرية واجبة على كل مصري من الذكور يبلغ 18 سنة حسب القوانين المصرية (127 لسنة 80) وتُسمى مستنديل شخصية على الشاب وحده، تبدأ علاقة الشاب بالتجنيد عند بلوغه 16 سنة و استخراج البطاقة الشخصية (الرقم القومي) من السجل المدني الملحق بقسم الشرطة التابع له حيث يبدأ تسجيله في كشوفات التجنيد، بلغ الشاب 18 سنة تصدر له البطاقة العسكرية (بطاقة 6 جنود) عند مندوب التجنيد الموجود بقسم الشرطة الصادر من البطاقة الشخصية (الرقم القومي).

ويجب على الطالب التوجه نفسه للاستلام شخصياً.

عقب إستلام الشاب البطاقة العسكرية المذكورة يجب تسليمها مباشرة ويرفق بها النموذج 03 للبدء في إجراءات تأجيل التجنيد الدراسي للمستحقيين.

مواليد عام 1996 يجب عليهم إحضار البطاقة 6 جنود والنموذج 2/3 جنود إلى مكتب التجنيد.

طبقاً للقانون:

- لايجوز أن يلبق طالب بإحدى الكليات أو ينتمب إليها أو يبقى فيها بعد إتمام التاسعة عشرة ما لم يكن حاملاً البطاقة العسكرية 6 جنود (مادة 38 من القانون 127 لسنة 80).

- وكذلك لا يجوز أن يبقى طالب بالكلية بعد إتمام سن العشرون ما لم يكن موافقة من التجنيد معروف.

و محدد بحيد الوثائق الرسمية:

- قرار التأجيل الدراسي، تقوم الجامعة باستخراجه بعد تسليم البطاقة 6 جنود.
- شهادة الإعفاء من الخدمة (مؤقتة/نهائية) ويقوم باستخراجها الطالب بنفسه.
- شهادة الإستثناء من الخدمة ويقوم باستخراجها الطالب بنفسه.
- شهادة أداء الخدمة أو الإرجاء منها ويقوم باستخراجها الطالب بنفسه.

الإجراءات:

- الطالب المستحقTON السكيل للدراسة (من مواليد 1996) عليه إحضار البطاقة العسكرية 6 جنود و يلبق بها النموذج 3/2 جنود فوراً، مواليد عام 97 وما بعدها يجب تسليمها عقب الإعلان عن ذلك و حسب مواليد السنة التي تطلب التأجيل، الذي عادة ما يكون معلناً عنه في لوحات إعلانات الجامعة و تسليمها إلى مكتب التجنيد (غرفة 003).

- الطلبة المستحقة للإعفاءات بأنواعها عليهم تقديم أصل شهادة الإعفاء إلى مكتب التجنيد مع مراعاة أن تكون سارية المفعول و تجد في مواعدها و يحتفظ بها بالجامعة حتى الخروج.

- الطالب الحاصل على إررج من الخدمة عليه أن يقدم أصل جواز الإررج ساري التأريخ أو شهادة تأدية الخدمة العسكرية.
يحتفظ بأصل الشهادات في الجامعة طوال وجود الطالب بالجامعة حتى التخرج أو الأنسحاب أو بلغ الحد الأقصى للتاجيل أو الإعفاء.

أنواع الإعفاءات:

1- الإعفاء النهائي:
- عدم القدرة الطبية.
- الأبناء الوحيد لأبيات غير قادر على الكسب أو المتوفى.
- أكبر المستحليين للتنجذب من أخوة أو أبناء الشهيد.

2- الإعفاء المؤقت:
- الإبن الوحيد للوالد الحي.
- العائل الوحيد لوالدته الأرملة أو المطلقة.
- العائل الوحيد لإخوته غير المتزوجات.

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

ويزول الإعفاء بزوال السبب.

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

استخراج أثاث القيد وإعتقاد الوثائق:

استخراج أو تجديد جوازات السفر وتصاريح السفر للطلبة بعد سن الثامن عشر تحتاج إلى تحديد موقفه التجنيد، و استخراج إقادة من الجامعة بذلك، ويلزم البدء في هذه الإجراءات قبل فترة زمنية مناسبة تسمح بإسترداد الأوراق المطلوبة قبل السفر بوقت كاف.

الطلبة بعد سن 18 سنة و ترغب في السفر للخارج عليهم استخراج تصريح سفر يسمح لهم بمغادرة المطار للسفر.

الأستفسار عن التجنيد غرفة 003
القطاع الطبي

تعريف بالقطاع الطبي بالجامعة:

يفعّل المجمع الطبي بالجامعة بالمنبئ الرئيسي بالدور الأرضي ويحتوي على عيادات تقدم بتقديم خدمة الكشف الطبي ووسائل الأسعاف الأولية لحالات الطوارئ وذالك أثناء تواجد الطلبة بالجامعة، وذالك يقوم أطباء القطاع الطبي بوصف العلاج اللازمن للطالب بعد إعطاء العلاج الطبي المبدئ من العيادة.

خدمة التأمين الصحي:

حرصت الجامعة منذ أشهرها على التعامل مع كورسي المستشفيات الإستثمارية مثل النيل بدراوي والقاهرة التخصصي والسلام بالمهندسين وغيرهما، وذالك عن طريق شركة ميديي كير التأمين الصحي، وبدلاء على ذلك يوجد تغطية علاجية لكل طالب على مدار العام في حالة احتياجه للكشف الطبي في جميع التخصصات كذلك يوجد تغطية إجراء الفحوصات الطبية والعمليات الجراحية وحالات الطوارئ وذلك بمبلغ 750 جنيه فقط وقطره (سبعة آلاف وخمسمائة جنيه) في العام لكل طالب باستثناء علاج الأسنان والعلاج النفسي وجراحات التجميل.

يسلم كل طالب من القطاع الطبي الكارتين الخاص به ويتم إرسال أسماء المستشفيات على الجامعة حتى يتسمى له الإستفادة من الخدمات المذكورة مع العلم بأن خدمة التأمين الصحي للطلبة مقدمة من الجامعة كخدمة مجانية لأبنائها الطلبة.

إحصاوء الأجازات المرضية:

في حالة مرض الطالب وهو متواجد بالجامعة عليه مراجعة طبيب الجامعة لتوفيق الكشف الطبي عليه وعطائه العلاج اللازمة.

أما في حالة وجود الطالب بالمنزل فأنه يجب عليه إبلاغ طبيب الجامعة بمراجه ومراعاة عيادة الجامعة عند عودته ومعه الشهادات الطبية والعلاجات الدالة على المرض لمناقشة الحالة من قبل لجنة الطبية في مجلس شئون الطلاب لرفض أو قبول الحالة المرضية وإتخاذ القرار المناسب في شأن الأجازة المرضية.

و على الطالب عند عودته مراجعة عيادة الجامعة ثم التوجه مباشرة إلى مكتب دعم الطلاب لأبلغ عن مافته عن مذكوفات دراسية أثناء مرضه.

الغياب أثناء الإمتحانات لدواعي مرضية:

يكون اعتاد الغياب في مثل هذه الحالات وفقا للروائح والقوانين المنظمة لذلك وفي حالات الطوارئ القصوى فقط و على الطالب المرض إبلاغ القطاع الطبي بالجامعة بمرضه قبل الامتحان أو في يوم الامتحان حتى يتسمى إتخاذ الإجراء المناسب وفقا للحالة. وذالك يتم عرض هذه الحالات على اللجنة الطبية بالجامعة وجلس شئون الطلاب لإتخاذ القرار المناسب وفقا للموازين والروائح.

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

بطاقة الهوية الجامعية (ID):

تعد بطاقة الهوية الجامعية وثيقة مهمة تحفظ للطلاب حقوقهم وسلامتها. لذا يجب على الطلاب متابعتها:

- الحفاظ على البطاقة وأهميتها، وهي مسؤولية شخصية لصاحبها. لا يجوز استخدامها في غير الأغراض المخصصة لها أو إعارتها لأي شخص آخر من داخل الجامعة وخارجها.
- أن يحدث معاً بصورة دائمة هويته الجامعية وظهورها عند الطلب دون أي اعتراض.

أولا: الدخول والخروج من البوابات:

1. مخصص باب لدخول الطلبة وباب لدخول الطلبات صباحاً وبنهائية اليوم الدراسي الخروج من باب واحد.
2. إظهار ID الخاص بالطلبة عند الدخول.
3. عدم إصطحاب أفراد من خارج الجامعة (أصدقاء، إخوة).
4. عدم ترك أي متعلقات شخصية على البوابات أو لدى أي شخص داخل الجامعة وتوضع بحجرة الأمانات.
5. الألتزام بالدخول في التوقيت المحدد وبدأ من وصول أول طلبة للجامعة.
6. عند طلب دخول أي مشاريع هندسية أو أجهزة لابد من إخطار الكلية بذلك.
7. لا تترك الـID لأي فرد من خارج الجامعة.
8. دخول أولويات الأمور من الباب الرئيسي وترك السيارات خارج الجامعة وغير مسموح لهم الدخول من باب الطلبة.

ثانيا: أماكن إنشطار السيارات:

1. توضع سيارات الطلبة في الأماكن المخصصة للطلبة (مكان الانتظار الموجود على الجانب الآخر "الشركة الوطنية"

2. لا تترك أي شيء بجوار السيارة وتأكد من غلقها قبل دخول الجامعة وعدم ترك متعلقات ثمينة داخلاً.
3. لا تترك سياراتك بعيدة عن القيادة على الطريق حتى لا تعرقل المركبات أو الحوانات.
4. في حالة عدم وجود مكان بساحة إنشطار السيارات يتم وضع السيارة في ساحة إنشطار السيارات البديل.
5. اختبار الانتظار في السيارة البديل.
6. في حالة عطل السيارة يتم إبلاغ الأمن قبل مغادرة الجامعة وإخلائها قبل إنتهاء توقيتات العم الرسمية.
7. في حالة السهر لطلبة كلية (الهندسة، الحاسب الآلي، الإعلام، الخ…) يتم تجميع السيارات بعد إنتهاء توقيتات العمل الرسمية أمام باب الطلبة.

8. في حالة الاتصال بالسائق أمام باب الطلبة للانصرف يتم قيده بوقت قصير جداً.

ثالثاً: الأتوبيسات:

1. الالتزام بركوب الأتوبيس في المواعيد المحددة صباحاً ومساءً.
2. لا يسمح للطالب بركوب الأتوبيس إلا بـ I.D الأتوبيس.
3. التواجد قبل وصول الأتوبيس صباحاً هو وقت كافي والالتزام بخطوط السير المحددة من الجامعة.
4. الجلوس في الأماكن المخصصة للطلبة لأن الصفوف الأولى مخصصة لأعضاء هيئة التدريس.
5. ممنوع التدخين والأكل والشرب داخل الأتوبيس.
6. عدم طلب تشغيل أي شرائط كاسيت.
7. الالتزام بالهدوء داخل الأتوبيس.
8. لا تتعامل مع السائق وتعامل مع المشرف فقط.
9. خطوط سير الأتوبيسات في أيام الأمتحانات مجمعة من ميدان عامة سيتم الإعلان عنها قبل الأمتحانات.
10. تأكد من وجود فرد الأمن / المشرف عند استخدام الأتوبيس ومغادرة الجامعة.

رابعاً: المحاضرات:

1. الالتزام بمبعد المحاضرة.
2. الالتزام بالقواعد وتعليمات الأنظمة المحاضرة.
3. عدم التواجد بقاعات المحاضرات أو المعامل إلا في وجود عضو هيئة التدريس.
4. لا تترك متعلقاتك الشخصية داخل المحاضرة أثناء فترات الراحة.
5. الالتزام بالهدوء في الطرقات المحيطة بقاعات المحاضرات.
6. التأخير بسبب الأتوبيس سوف يتم الإعلان عنه في حينه بعد مراجعة الأمن وفي التوقيت الأول للمحاضرات فقط.
7. ممنوع التدخين والأكل والشرب داخل قاعات المحاضرات.
خامس: الأُمِّيَّات:

1. التأكد من توقيتِنِّ الأُمِّيَّات.
2. لا يسمح للطالب بدخول لجنة الأُمِّيَّات بعد مرور نصف ساعة على بداية الأمتحان.
3. يحظر خروج الطالب من قاعة الأُمِّيَّات قبل منتصف الوقت المقرر للأُمِّيَّان وعليها لما يقرره رئيس لجنة الأُمِّيَّان بحسب ظروف الحال.
4. التليفون المحمول والمذكرات غير مسموح بدخوله إلى اللجنة.
5. الهدوء عند الدخول أو الخروج من اللجنة.
6. ممنوع كتابة أي معلومات على مكان جلوسك لجنة الأُمِّيَّات وكذلك الأدوات الكتابية (أله حاسبه - مسطرة - الخ...).

سادس: تعليمات عامة:

1. ممنوع التدخين في طرقات الجامعة وفي الأماكن المغلقة والمباني والحمامات.
2. الطالب مسؤول عن متعلقاته الشخصية (قود-محمول-أدوية كتانية.....الخ)
3. المفقدات التي يتم العثور عليها يتم تسليمه في الغرفة (016) و والاستلام والتسليم من نفس الغرفة.
4. ممنوع الجلوس على الأرض أو الأرصفة أو السلام حفاظا 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. أى شكوك تكون عن طريق مكتب دعم الطلاب SSO.
9. ممنوع جمع التبرعات إلا بإذن من إدارة الجامعة.
10. يتمتع تصوير أي طالب أو طالبة أو العاملين بالجامعة أو تداول صور خاصة بهم دون موافقتهم.
11. ممنوع لصق الإعلانات على الحوائط أو داخل لوحات الإعلانات وكذلك توزيع الدعوات لأي مناسبات أو لأغراض الدعاية والاعلان إلا بإذن سابق من مكتب العلاقات العامة (PR).
12. ممنوع إحضار الألعاب الغير لائقة بالحرم الجامعي (الكوتشينة-الزهر-الخ...).
13. المسجد للصلاة فقط ولا يسمح بمراجعة الدروس أو الانتظار بالمسجد حتى تترك فرصة لزميلك للصلاة و لا تتم في أماكن أخرى.
14. المحافظة على أثاث المباني والمصالح والأجهزة والمعدات والميزونات لأنها ملك لك وفي النهاية ستعود عليك ولمن بعدك.
15. لا تتواجد في الأماكن الخير مسموح لك بالنزول فيها مثل (محطته الكهرباء-خلف المباني-مكاتب الموظفين).
16. منع دخول مكاتب أعضاء هيئة التدريس إلا أثناء تواجدهم فيها.
17. منع احضار الأسلحة البيضاء-مسدسات الصوت-الألعاب النارية وماشابه ذلك.
18. الالتزام أثناء قيامك برحلة (علمية-ترفيهية) بتعليمات الجامعة والمراقبين.
19. منع الدخول بمذكرات مصورة بكميات من خارج الجامعة لتوزيعها على الطلبة.
20. الالتزام أيام السهور بالأماكن المخصصة للسهر وعدم التجول داخل الجامعة ليلاً.
21. أي طالب يقوم بالتحويل من كلية إلى أخرى داخل الجامعة يتم تسليم الكلية المحول منها إلى إدارة القبول وتسجيل ID
22. منع بيع تذاكر الحفلات التي تمنح للطلبة مجاناً.
23. منع الدعاية داخل الجامعة إلا إذا كانت من مكتب العلاقات العامة (PR). 
24. غير مسموح بإرتداء الشورت داخل الجامعة.
25. منع مندوبات الأعتصام والمظاهرات داخل الحرم الجامعي.
26. منع استخدام اسم أو شعار الجامعة إلا بعد الحصول على الأذن اللازم لذلك.