Misr International University

MIU Student Guide

2022-2023

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A

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

For Faculties of, Mass Communication, Al Alsun , Computer science (2014-2019), Business Administration.	
Credit Hours	Equivalence in years
1<33	Freshman
33<66	Sophomore
66<99	Junior
99& above	Senior

For Faculty of Electronics & Communications (2014-2022)	
Credit Hours	Credit Hours
1<33	1<33
33<66	33<66
66<99	66<99
99<134	99<134
134& above	134& above

For Faculties of Pharmacy (2012-2017)	
Credit Hours	Equivalence in years
1<33	Freshman
33<66	Sophomore
66<99	Junior
99<135	Senior first year
135& above	Senior second year

For Faculty of Pharmacy –(Pharm D)(2019-2020)	
Credit Hours	Equivalence in years
1<34	Freshman
34<68	Sophomore
68<105	Junior
105<141	Senior first year
141& above	Senior second year

For Faculties of, Computer science (2020)	
Credit Hours	Equivalence in years
1<33	Freshman
33<69	Sophomore
69<101	Junior
101& above	Senior

For Faculty of Architecture (2019)	
Credit Hours	Equivalence in years
1<33	Freshman
33<66	Sophomore
66<100	Junior
100<137	Senior first year
137& above	Senior second year

For Faculty of Pharmacy (2018)	
Credit Hours	Equivalence in years
1<33	Freshman
33<66	Sophomore
66<101	Junior
101<138	Senior first year
138& above	Senior second year

For Faculty of Pharmacy–(Pharm D Clinical) (2021)	
Credit Hours	Equivalence in years
1<34	Freshman
34<66	Sophomore
66<104	Junior
104<142	Senior first year
142& above	Senior second year

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 the Drop/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 the 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 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 building.

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.
- Student are not permitted to drop any English course.

Levels of the Program

- Intensive (A and B)
- Fundamentals of Academic English I (FAE 0I)
    - 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 I (FAE0I) will not take a full load (5-6 courses).

Important Note:

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.

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 on the student portal (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:

Faculties of Pharmacy & Dentistry Faculty of Engineering (starting class of 2014)			All Other Faculties		
Grade	Percentage	Weight	Grade	Percentage	Weight
F	0-<60	0.00	F	0-<50	0.00
D	60-<62.5	1.00	D	50-<52.5	1.00
D+	62.5-<65	1.30	D+	52.5-<55	1.30
C-	65-<67.5	1.70	C-	55-<60	1.70
C	67.5-<70	2.00	C	60-<65	2.00
C+	70-<72.5	2.30	C+	65-<70	2.30
B-	72.5-<75	2.70	B-	70-<75	2.70
B	75-<80	3.00	B	75-<80	3.00
B+	80-<85	3.30	B+	80-<85	3.30
A-	85-<90	3.70	A-	85-<90	3.70
A	90 and above	4.00	A	90 and above	4.00

- 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:

W	Withdrawal from university
WS	Satisfactory Withdrawal
WU	Unsatisfactory Withdrawal
INC	Incomplete
Pass/Fail	For non-credit courses
R	Listed beside the grade achieved in a repeated course
T	Approved Transfer
NT	Not Transferred

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. 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 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 عسكرى) 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.

B

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 on the student portal 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 on the student portal 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 on the student portal, 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

E-learning

MIU provides you with many facilities to develop the learning process and transfer knowledge in an easy way. Facilities include: E-Learning platform, Zoom meeting application for virtual classes, E-library system and a Student portal.

MIU E-Learning system (Moodle Platform) allows you to effectively manage your online courses through adding different types of materials and assessment methods.

Online lectures will be conducted using Zoom application and will be recorded and uploaded on the E-Learning system.

As MIU aims for digital transformation, we provide students with the interactive e-books as a supporting tool for the education process at MIU.

E-books can enhance the overall learning experience, and make it more interactive and engaging. Instead of listening to one person continuously talking, you can now actively participate in the learning process
Contact Emails Information
For any issue concerning the E-Learning process: e-learning@miuegypt.edu.eg
For any technical issue: it.support@miuegypt.edu.eg
E-Library support: textbook.lib@miuegypt.edu.eg

IMPORTANT LINKS
MIU E-Learning Website: http://moodle.miuegypt.edu.eg/
MIU Student Portal Website: https://portal.miuegypt.edu.eg/Login.html
Mobile App (Android – IOS): https://moodle.com/app/
Desktop App (Windows – MAC): https://download.moodle.org/desktop/
ZOOM Meeting Application: https://zoom.us/support/download

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 32 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 13 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:

Sundays –Thursdays	8:30 a.m. - 6:00 p.m.
Fridays	Closed
Saturdays	8:30 a.m. - 4:30 p.m.

- Total number of library resources 17,096 (Books, Periodicals, Journals)
- More than 227,500 e-books.
- The library catalog and other services are available on the library web page 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

- 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:

Patron Type	Loan Period	Max. Books
Faculty members	2 weeks	5
Part time Faculty members	1 week	2
Undergraduates	1 week	3
Postgraduates	2 weeks	4
Staff	2 weeks	5

- **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 on the following email students.medical@miuegypt.edu.eg 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 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.

MIU Student Guide

C 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.

- **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.

- **Campaigners 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.

- **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

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.

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 & animie 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

D Important Notes

إعتماد الأوراق الرسمية

تقوم الجامعة بإصدار و إعتماد بعض الأوراق الرسمية للطلبة المقيدين بالجامعة عقب صدور موافقة مكتب تنسيق القبول للجامعات الخاصة **مثل:**

- إثبات القيد بالجامعة يصدر لجهة محددة و يختم بخاتم الشعار.
- أوراق إستخراج بطاقة الرقم القومى و تختم بخاتم الشعار، ينصح بأستخراجها مبكرا خاصة الذكور.
- أوراق أشتراكات و سائل النقل العام المختلفة (قطارات-مترو-أتوبيس) و تختم بخاتم الشعار.
- أوراق إثبات المصروفات وعادة تصدر للمجلس الحسبى و تختم بخاتم الشعار.
- أوراق التدريب للطلبة بالشركات أو البنوك.....إلخ.
- أى أوراق رسمية أخرى.

نظرا لأن معظم الأوراق تحتاج إلى الختم بخاتم الشعار و هو موجود بوزارة التعليم العالى إذا فأن إستخراج هذه الأوراق يستغرق عدة أيام عمل من تاريخ تقديم الطلب لذا مطلوب من الطلبة مراعاة ذلك و التقديم بطلباتهم مبكرا.

تقديم الطلبات:-

- الغرفة (003) بالدور الأرضى بالمبنى الرئيسى هى المكان المخصص لإستخراج الأوراق الرسمية طرف الموظف المختص .
- يتم ملئ النموذج المخصص لكل حالة بمعرفة الطالب نفسه أو ولى الأمر، وتسليمه للمسئول واستلام إيصال متابعه وأستلام الطلب
- يسدد مبلغ نظير إستخراج الأوراق الرسمية .
- يرفق بكل طلب تقديم (إثبات قيد/إفادة) صورة من بطاقة الرقم القومي أو صورة من شهادة ميلاد مميكنه مدون عليها الرقم القومي.
- يرفق بكل طلب موجه إلى السفارات الأجنبية صورة جواز السفر (الصفحة المدون بها أسم الطالب)
- الطلبة الغير مصريين يرفق جواز السفر الأجنبي مع كل طالب.
- يراجع الطالب بالتليفون المدون على الإيصال لمعرفة موعد استلام طلبه
- تسلم الأوراق الرسمية بعد إنتهاء الإجراء إلى الطالب شخصيا أو إلى ولى الأمر بواسطة إيصال الأستلام (الوالد فقط أو من يوكله رسميا).

شروط إستخراج الأوراق الرسمية: -

- أن تكون جميع أوراق التسجيل للطالب بالجامعة كاملة و مستوفاه بإدارة القبول و التسجيل.
- أن يكون مسددا أقساط المصروفات المستحقة عليه وقت تقديم الطلب.
- أن يكون مستوفى جميع متطلباته مع باقى إدارات الجامعة (الأرشاد الأكاديمى، المكتبة...إلخ).
- إثبات القيد بالجامعة يصدر لجهه محددة و لا يصدر لمن يهمه الأمر
- إستكمال أوراق التجنيد للطلبه الذكور المصريين.

ملحوظه :

- إستخراج الأوراق الرسميه وإعتمادها للطلبه المقبولين بالعام الدراسي 2202-2023 يبدأ إعتبارا من مراجعه ملفات القبول بالتعبيم العالى.

علاقة شباب جامعة مصر الدولية بالتجنيد

الخدمة العسكرية واجبه على كل مصرى من الذكور يبلغ 18 سنه حسب القوانين المصرية (127 لسنة 80) و هى مسئولية شخصية على الشاب وحدة، تبدأ علاقة الشاب بالتجنيد عند بلوغة سن 16 سنة و إستخراج البطاقة الشخصية **(الرقم القومى)** من السجل المدنى الملحق بقسم الشرطة التابع له حيث يبدأ تسجيله فى كشوفات التجنيد،ببلوغ الشاب سن 18 سنة تصدر لة البطاقة العسكرية **(بطاقة 6 جند)** عند مندوب التجنيد الموجود بقسم الشرطة الصادر منه البطاقة الشخصية **(الرقم القومى)** ويجب على الطالب التوجه بنفسه لإستلامها شخصيا.

عقب إستلام الشاب البطاقة العسكرية المذكورة يجب تسليمها مباشرة ويرفق بها النموذج3/2 إلى مكتب التجنيد بالجامعة غرفة 003 للبدء فى إجراءات تأجيل التجنيد الدراسى للمستحقين.

مواليد عام 2003 يجب عليهم إحضار البطاقة 6 جند و النموذج 3/2 جند إلى مكتب التجنيد فورا وسيتم طلب البطاقة 6 جند للطلبة مواليد 2002 اعتبارا من أول ديسمبر2020

طبقا للقانون :-

- لايجوز أن يلحق طالب بإحدى الكليات أو ينتسب إليها أو يبقى فيها بعد إتمام التاسعة عشر ما لم يكن حاملا البطاقة العسكرية 6 جند (مادة 38 من القانون 127 لسنة 80).
- وكذلك لا يجوز أن يبقى طالب بالكلية بعد إتمام سن العشرون ما لم يكن موقفة من التجنيد معروف.

و محدد بإحدى الوثائق الرسمية:-

- قرار التأجيل الدراسى ، تقوم الجامعة بإستخراجه بعد تسليم البطاقة 6 جند.
- شهادة الإعفاء من الخدمة (مؤقت /نهائى) ويقوم بإستخراجها الطالب بنفسه ويحتفظ بالأصل لدى الجامعة طوال دراسته بها
- شهادة الإستثناء من الخدمة و يقوم بإستخراجها الطالب بنفسه ويحتفظ بالأصل لدى الجامعة طوال دراسته بها .
- شهادة أداء الخدمة أو الإرجاء منها و يقوم بإستخراجها الطالب بنفسه.

الإجراءات :-

- الطالب المستحق تأجيل التجنيد للدراسة (من مواليد 2003)عليه إحضار البطاقة العسكرية 6 جند و يلحق بها النموذج 3/2 جند فورا، مواليد عام 2003 و مابعدها يجب تسليمها عقب الأعلان عن ذلك و حسب مواليد السنة التى تطلب التأجيل و الذى عادة مايكون معلن عنه فى لوحات إعلانات الجامعة و تسليمها إلى مكتب التجنيد (غرفة 003) بالمبنى الرئيسى للجامعة.
- الطلبة المستحقة للإعفاءات بأنواعها عليها تقديم أصل شهادة الإعفاء إلى مكتب التجنيد مع مراعاة أن تكون سارية المفعول وتجدد فى مواعيدها و يحتفظ بها بالجامعة حتى التخرج.

أنواع الإعفاءات :

1- الإعفاء النهائى:-

- عدم اللياقة الطبية.
- الأبن الوحيد لأبية الغير قادر على الكسب أو المتوفى.
- أكبر المستحقين للتجنيد من أخوة أو أبناء الشهيد.

2- الإعفاء المؤقت :-

- الإبن الوحيد لوالده الحى.
- العائل الوحيد لوالدته الأرملة أو المطلقة.
- العائل الوحيد لإخوته غير المتزوجات .

3-الإستثناء من الخدمة:-

- مزدوج الجنسية إلى أن يفقد الجنسية الأجنبية.
- لأسباب أمنية.

و يزول الإعفاء بزوال السبب.

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

إستخراج أثبات القيد و إعتماد الوثائق:-

إستخراج أو تجديد جوازات السفر و تصاريح السفر للخارج للطلبة بعد سن الثامن عشر تحتاج إلى تحديد موقفه التجنيدى و إستخراج إفادة قيد من الجامعة بذلك ، و يلزم البدء فى هذه الإجراءات قبل فترة زمنية مناسبة تسمح بإستخراج الأوراق المطلوبة قبل السفر بوقت الكافى.

الطلبة بعد سن 18 سنة و ترغب فى السفر للخارج عليهم إستخراج تصريح سفر من إدارة التجنيد قبل الذهاب إلى المطار للسفر

التربية العسكرية

مادة التربية العسكرية اصبحت تطبق علي طلبة الجامعات الخاصة طبقا للقانون 46 الصادر عام 1973 وهي ملزمة للطلبة الذكور كشرط للتخرج ويمكن تنفيذها خلال الدورات التي يعلن عنها إعتبارا من القبول وحتي العام الدراسي قبل التخرج وكلما كان تنفيذها اسبق كلما كان احسن للطالب .

لايسمح للطالب التسجيل فى مقررات الفرقة النهائية إلا بعد النجاح فى دورة التربية العسكرية.

الإستفسارات :

الأمن غرفة رقم 016 .

الأوتوبيسات غرفة رقم 025 .

التربية العسكرية غرفة رقم 023.

التجنيد والإفادات غرفة رقم 003.

القطاع الطبى

تعريف بالقطاع الطبى بالجامعة:

- يقع المجمع الطبى بالجامعة بالمبنى الرئيسى بالدور الأرضي ويحتوي على عيادتين تقوم بتقديم خدمة الكشف الطبي والإسعافات الأولية لحالات الطوارئ وذلك أثناء تواجد الطلبة بالجامعة، وكذلك يقوم أطباء القطاع الطبي بوصف العلاج اللازم للطالب بعد إعطائة العلاج الطبى المبدئى من العيادة.

خدمة التأمين الصحى:

- حرصت الجامعة منذ أنشائها على التعاقد مع كبري المستشفيات الإستثمارية مثل النيل بدراوى و القاهرة التخصصى و السلام بالمهندسين و غيرها و ذلك عن طريق شركة ميدى كير للتأمين الصحي، وبناءا على ذلك يوجد تغطية علاجية لكل طالب على مدار العام فى حالة إحتياجه للكشف الطبى فى جميع التخصصات كذلك يوجد تغطية لإجراء الفحوصات الطبية و العمليات الجراحية و حالات الطوارئ وذلك بمبلغ 7500 جنيها فقط و قدره (سبعة ألاف و خمسمائة جنيها) فى العام لكل طالب بإستثناء علاج الأسنان و العلاج النفسى و جراحات التجميل.

يتسلم كل طالب من القطاع الطبى الكارنيه الخاص به و يتم إرسال أسماء المستشفيات على e-mailالجامعة حتى يتسنى له الإستفادة من الخدمات المذكورة مع العلم بأن خدمة التأمين الصحى للطلبة مقدمة من الجامعة كخدمة مجانية لأبنائها الطلبة.

إحتساب الأجازات المرضية:

- فى حالة مرض الطالب و هو متواجد بالجامعة عليه مراجعة طبيب الجامعة لتوقيع الكشف الطبى عليه و إعطائه العلاج اللازم.

أما فى حالة وجود الطالب بالمنزل فأنه يجب عليه إبلاغ طبيب الجامعة بمرضه و مراجعة عيادة الجامعة عند عودته ومعه الشهادات الطبية و العلاجات الدالة على المرض لمناقشة الحالة من قبل اللجنة الطبية فى مجلس شئون الطلاب لرفض أو قبول الحالة المرضية وإتخاذ القرار المناسب فى 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 لدواعى مرضية:

- يكون إعتماد الغياب فى مثل هذه الحالات وفقا للوائح و القوانين المنظمة لذلك وفى حالات الطوارئ القصوى فقط و على الطالب المريض إبلاغ القطاع الطبى بالجامعة بمرضه قبل الإمتحان أو فى يوم الأمتحان حتى يتسنى إتخاذ الإجراء المناسب وفقا للحالة. ويتم عرض هذه الحالات على اللجنة الطبية بالجامعة و مجلس شئون الطلاب لإتخاذ القرار المناسب وفقا للقوانين و اللوائح.

- و القطاع الطبى بالجامعة يرحب بأى إستفسار من الطلبة.

التعليمات الأمنية بجامعة مصرالدولية

بطاقة الهوية الجامعية (ID):

تعد بطاقة الهوية الجامعية وثيقة مهمة تحفظ للطلبة حقوقهم و للجامعة أمنها و سلامتها . لذا يجب على الطلاب مايلى :

- الحفاظ على البطاقة و الأهتمام بها مسؤولية شخصية لصاحبها لا يجوز له استخدامها فى غير الأغراض المخصصة لها أو إعارتها لأى شخص أخر من داخل الجامعة و خارجها .
- أن يحمل معة بصفة دائمة هويته الجامعية و يظهرها عند الطلب دون أى اعتراض.

أولا: الدخول و الخروج من البوابات:

1. مخصص باب لدخول الطلبة وباب لدخول الطالبات صباحا وبنهاية اليوم الدراسى الخروج من باب واحد.
2. إظهار الI.D الخاص بالطلبة عند الدخول ويتم إستخدامه فى الدخول من البوابة الألكترونية.
3. عدم إصطحاب أى أفراد من خارج الجامعة (أصدقاء-إخوة).
4. عدم ترك أى متعلقات شخصية على البوابات أو لدى أى شخص داخل الجامعة و توضع بحجرة الأمانات.
5. الألتزام بالدخول فى التوقيت المحدد ويبدأ من وصول أول حافلة للجامعة.
6. عند طلب دخول أى مشاريع هندسية أو أجهزة لابد من إخطار الكلية بذلك.
7. لا تترك الI.D لأى فرد من خارج الجامعة.
8. الألتزام بإرتداء الكمامة طول تواجدك بالجامعة.
9. دخول أولياء الأمور من الباب الرئيسى و ترك السيارات خارج الجامعة وغير مسموح لهم الدخول من باب الطلبة

ثانيا: أماكن إنتظار السيارات:

1. توضع سيارات الطلبة فى الأماكن المخصصة للطلبة (مكان الأنتظار الموجود على الجانب الأخر "الشركة الوطنية" وإستخدام كوبرى المشاة) حتى إنتهاء توقيتات العمل الرسمية و لاتتواجد بجوار السيارة أو بداخلها أو الجلوس عليها.
2. لا تترك أى شئ بجوار السيارة و تأكد من غلقها قبل دخول الجامعة وعدم ترك متعلقات ثمينة داخلها.
3. لاتترك سيارتك بعد العلامات المحددة على الطريق حتى لا تتعرض للرفع أو المخالفة أو الحوادث.
4. الالتزام للتعليمات إدارة ساحة انتظار (مكان الأنتظار الموجود على الجانب الأخر "الشركة الوطنية" واستخدام كوبرى المشاة)
5. التنبيه على السائق الخاص بك بالأنتظار فى ساحة إنتظار السيارات.

6. فى حالة عطل السيارة يتم إبلاغ الأمن قبل مغادرة الجامعة و إخلائها قبل إنتهاء توقيتات العمل الرسمية.
7. لا يتم دخول ساحة الانتظار إلا بموجب ID الطالب شخصيا و الملصق الخاص بذلك ويتم إستلامه من الغرفة 003.
8. فى حالة السهر لطلبة كليات (الهندسة-الحاسب الآلى-الأعلام-إلخ.....) يتم تجميع السيارات بعد إنتهاء توقيتات العمل الرسمية أمام باب الطلبة.
9. فى حالة الأتصال بالسائق أمام باب الطلبة للأنصراف يتم قبلها بوقت قصير جدا.

ثالثا: الأتوبيسات:

1. الألتزام بركوب الحافلة فى المواعيد المحددة صباحا و مساءا.
2. لايسمح للطالب بركوب الحافلة إلا بI.D الأتوبيس.
3. التواجد قبل وصول الحافلة صباحا بوقت كافى والألتزام بخطوط السير المحددة من الجامعة.
4. الجلوس فى الأماكن المخصصة للطلبة لأن الصفوف الأولى مخصصة لأعضاء هيئة التدريس.
5. ممنوع التدخين و الأكل و الشرب داخل الحافلة.
6. عدم طلب تشغيل أى شرائط كاسيت.
7. الألتزام بالهدوء داخل الحافلة.
8. لاتتعامل مع السائق و تعامل مع المشرف فقط.
9. خطوط سير الحافلات فى أيام الأمتحانات مجمعة من ميادين عامة سيتم الإعلان عنها قبل الأمتحانات.
10. تأكد من وجود فرد الامن / المشرف عند استخدام الحافلة و مغادرة الجامعة
11. لن يتم فتح أبواب الحافلة بعد التحرك لمغادرة الجامعة.

رابعا: المحاضرات:

1. الألتزام بميعاد المحاضرة.
2. الألتزام بالقواعد وتعليمات الأنتظام بالمحاضرة.
3. عدم التواجد بقاعات المحاضرات أو المعامل إلا فى وجود عضو هيئة التدريس
4. لاتترك متعلقاتك الشخصية داخل المحاضرة أثناء فترات الراحة.
5. الألتزام بالهدوء فى الطرقات المحيطة بقاعات المحاضرات.
6. التأخير بسبب الحافلة سوف يتم الإعلان عنه فى حينه بعد مراجعة الأمن وفى التوقيت الأول للمحاضرات فقط.
7. ممنوع التدخين والأكل والشرب داخل قاعات المحاضرات

خامسا: الأمتحانات :

1. التأكد من توقيتات الأمتحانات.
2. لايسمح للطالب بدخول لجنة الأمتحانات بعد مرور نصف ساعة على بدء الأمتحان
3. يحظر خروج الطالب من قاعة الأمتحان قبل إنقضاء منتصف الوقت المقرر للامتحان وطبقا لما يقرره رئيس لجنة الأمتحان بحسب ظروف الحال.
4. التليفون المحمول و المذكرات غير مصرح بدخولها اللجنة.
5. الهدوء عند الدخول أو الخروج من اللجنة
6. ممنوع كتابة أى معلومات على مكان جلوسك بلجنة الأمتحانات وكذلك الأدوات الكتابية (ألة حاسبه –مسطره- الخ...)

سادسا: تعليمات عامة:

1. ممنوع التدخين فى طرقات الجامعة وفى الأماكن المغلقة والمبانى و الحمامات.
2. الطالب مسئول عن متعلقاته الشخصية (نقود-محمول-أدوات كتابية.....إلخ)
3. المفقودات التى يتم العثور عليها يتم تسليمها فى الغرفة (016) و للأستعلام والأستلام من نفس الغرفة.
4. ممنوع الجلوس على الأرض أو الأرصفة أو السلالم حفاظا على المظهر العام.
5. ممنوع إحضار أى حيوانات أليفة بالجامعة.
6. ممارسة الأنشطة الرياضية فى الأماكن المخصصة لها
7. تجنب التعامل الغير لائق الذى يؤدى إلى التشاجر.
8. أى شكوى تكون عن طريق مكتب دعم الطلاب الSSO.
9. ممنوع جمع التبرعات إلا بإذن من إدارة الجامعة.
10. يمنع تصوير أى 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 لأى مناسبات أو لأغراض الدعاية و الأعلان إلا بإذن مسبق من مكتب العلاقات العامة (PR).
12. ممنوع إحضار الألعاب الغير لائقة بالحرم الجامعى (الكوتشينة-الزهر-.....إلخ)
13. المسجد للصلاة فقط ولايسمح بمراجعة الدروس أو الأنتظار بالمسجد حتى تترك فرصة لزميلك للصلاة و لاتتم فى أماكن أخرى.

14. المحافظة على أثاث المبانى و المعامل و الملاعب والأجهزة و المعدات و المزروعات لأنها ملك لك وفى النهاية ستعود عليك ولمن بعدك.

15. لاتتواجد فى الأماكن الغير مسموح لك بالتواجد فيها مثل(محطة الكهرباء-خلف المبانى-مكاتب الموظفين)

16. ممنوع دخول مكاتب أعضاء هيئة التدريس إلا أثناء تواجدهم فيها.

17. ممنوع إحضار الأسلحة البيضاء-مسدسات الصوت-الألعاب النارية وماشابه ذلك

18. الألتزام أثناء قيامك برحلة (علمية-ترفيهية)بتعليمات الجامعة و المرافقين.

19. ممنوع الدخول بمذكرات مصورة بكميات من خارج الجامعة لتوزيعها على الطلبة

20. الألتزام أيام السهر بالأماكن المخصصة للسهر وعدم التجول داخل الجامعة ليلا.

21. أى 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 التى تمنح للطلبة مجانا

23. ممنوع الدعاية داخل الجامعة الا باذن مسبق من مكتب العلاقات العامة (PR).

24. غير مسموح بإرتداء الشورت داخل الجامعة.

25. ممنوع منعا باتا الأعتصام و المظاهرات داخل الحرم الجامعى.

26. ممنوع أستخدام أسم أو شعار الجامعة إلا بعد الحصول على الأذن اللازم لذلك.