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## Chapter (1)

### General Regulations

**Article (1) Alexandria University offers the following degrees upon the approval of the Faculty Council:**

- Professional Diploma.
- Specialized Graduate Diploma.
- The Master of Engineering.
- The Master of Science in Engineering.
- The Doctor of Philosophy in Engineering.

**Article (2) Semesters of Study:**

- Fall Semester: starts on the third Saturday of September and lasts for 15 weeks including exams.
- Spring Semester (second semester): starts on the second Saturday of February and lasts for 15 weeks including exams.
- Summer Semester (third semester): starts on the first Saturday of July and lasts for 8 weeks including exams.

**Article (3) System of Study:**

The student is allowed to register 12 credit hours per regular semester and 9 credit hours in the summer semester, thesis or dissertation registration credit hours not included.

**Article (4) The Credit Hour:**

The credit hour is the measurement that defines the weight of each course relative to other courses. It is equivalent to one lecture that has a duration of one hour per week, an applied tutorial or laboratory session with a duration of two hours per week or applied field training with a duration of four hours per week throughout the semester.

**Article (5) General Admission Regulations:**

- 1- Applicants should have a B.Sc. in Engineering or equivalent, from any University recognized by the Supreme Council of Egyptian Universities and should satisfy the acceptance requirements of that program.
- 2- Fulfillment of the special requirements of the department (if any) and the approval of the Department Council and Faculty Council are required.
- 3- The student has to provide all the required documents and forms specified by the graduate studies administration.



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- 4- A student has to pay all study expenses before the beginning of the semester or according to the date announced by the Faculty.
  - 5- Registration is mandatory and is made by paying study expenses and fulfilling the registration rules in order to be allowed to attend courses and get courses credited.
  - 6- A student who does not register before the registration deadline (the end of the second week of the regular semester) and (the first week in the summer semester) is not allowed to attend lectures or attend exams.

**Article (6) Course Study Regulations:**

- The Faculty Council decides the minimum number of students to offer a course.
- The student has the right to remove/add any course before the end of the second week of the beginning of the semester (fall- spring) or the end of the first week of the summer semester after filling out a form deletion, addition, and getting the academic advisor's approval. This course will not be shown on the student transcript.
- A student is allowed to withdraw from a course after registration before the end of the 12<sup>th</sup> week (the sixth week in the summer semester). In such case, the hours of this course will not be credited and the course will appear in his/her transcript as (W- Withdrawal).
- A student is not allowed to attend the final exam of a course unless he/she has attended at least 75% of the study hours of the course. In this case, the student will be considered as "Forced Withdrawn" and the course will appear in his/her transcript as (FW).
- A student who could not attend the final exam of a course or fulfill its requirement due to unforeseen reasons accepted by the Department Council and who has attended and accomplished more than 75% of the study hours will be considered as (I- Incomplete) and will have to sit for the exam the first two weeks in the next semester, otherwise he/she will get (FW- Forced Withdrawal).
- Courses with grades "FW", "W" or "I" will not be accounted for as credit hours and will not be counted in the student's CGPA.
- A student is allowed to repeat any course in order to improve his/her grade.
- If a student repeats a course, his/her higher grade will appear in his/her transcript and will be counted in calculating his CGPA.
- A student is allowed to register in any course outside the Department, the Faculty or the University that is after the approval of the Faculty Council upon the recommendation of the Department Council. Such courses will be considered in his/her final CGPA.



- For a student who gets a grade below "C" in a certain course, such a course will not be counted in the hours required to complete the degree. This course must be repeated if it is a compulsory course. However, such a course will be considered in his/her CGPA.
- Credited courses are only valid for five years for all degrees except for the Ph.D. degree, the validity of its courses is seven years. These invalid courses will not be included in the fulfillment of the requirements for that degree.
- The final Grade Point Average GPA, as well as, the semester GPA is calculated according to the equation

GPA = sum of points of credit hours in all courses /sum of number of credit hours of all courses within this semester.

- The CGPA is the sum of the points of credit hours of all courses divided by the sum of number of credit hours of all courses.
- A student is allowed to attend any course as an auditor. In such case, he/she will not be required to pass course exams or fulfill its requirements. Students who attend more than 75% of the course, will get an "L" grade in their certificate.
- A student is not allowed to register in any course before fulfilling the prerequisites of that course if any.
- The student is allowed to withdraw from the course after registration when called to perform military service and withdraws for military service, will get a Military Withdrawal (MW) in his/her academic record.
- Credit hours for a thesis or dissertation will appear in the transcript as "IP"(in progress), "S" (satisfactory) or "U" (unsatisfactory) but these will not be considered in calculating the CGPA.

**Article (7) Course Grading Regulations:**

A course is graded according to the following table considering that each credit hour is equivalent to four points.

• **Point Calculation System:**

Performance	Grade	Points
High Performance	A	4.000
	A <sup>-</sup>	3.666
	B <sup>+</sup>	3.333
Satisfactory Performance	B	3.000
	B <sup>-</sup>	2.666
	C <sup>+</sup>	2.333
	C	2.000



<b>Less than Expected Performance</b>	<b>C-</b>	<b>1.666</b>
<b>Unsatisfactory Performance</b>	<b>D+</b>	<b>1.333</b>
	<b>D</b>	<b>1.000</b>
<b>Fail</b>	<b>F</b>	<b>0.000</b>
<b>Withdrawal</b>	<b>W</b>	<b>---</b>
<b>Forced Withdrawal</b>	<b>FW</b>	<b>---</b>
<b>Incomplete</b>	<b>I</b>	<b>---</b>
<b>Military Withdrawal</b>	<b>MW</b>	<b>---</b>
<b>Listener</b>	<b>L</b>	<b>---</b>
<b>In Progress</b>	<b>IP</b>	<b>---</b>
<b>Satisfactory</b>	<b>S</b>	<b>---</b>
<b>Unsatisfactory</b>	<b>U</b>	<b>---</b>
<b>Transfer</b>	<b>Tr</b>	<b>---</b>

**Article (8) Tuition Fees for Graduate Programs:**

Fees are determined at the beginning of each academic year and approved by the university president with the consent of the University Council.

**Article (9) The Academic Advisor:**

Each Department will assign an Academic Advisor for each student, from its faculty members in the same field of specialization in order to advise the student and to help him/her select the necessary courses required to obtain the degree, as well as, additional courses when needed. The Academic Advisor will be replaced by the Principal Supervisor when registering the M.Eng. report. For the M.Sc. and Ph.D. programs the Principal Supervisor must be assigned before registering in the program and will act as the Academic Advisor.

**Article (10) Course Transfer:**

- After the approval of the Faculty Council upon the proposed approval of the Department Council, a student may be allowed to transfer a number of courses that he/she has studied in another university or another faculty on the condition that such course(s) are required for obtaining the degree and that the student has received a grade not below "C" or its equivalent. The total number of credit hours for these transferred courses must not be more than 30% of the required credit hours for the degree and must not have been counted towards fulfilling the requirements of earning another degree. Credit hours earned from the same University or any other University more than five years prior to the student being awarded the degree will not be considered for transfer for all degrees, except for the Ph.D. degree where this period is extended to seven years. The transferred



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- courses are not included in calculating the CGPA but are shown in the transcript with the grade Tr.
- A student may be allowed to transfer courses he/she has passed with a minimum "C" grade, that were studied in a Continuous Education Program in Alexandria University or in an incomplete program if these courses are needed for fulfilling the requirements of his/her degree.