

Services provided to students and documents

Registering a new student

*Receiving a new student's file:

It includes the following documents:

1. General secondary school certificate in science + photocopy.
2. Computerized birth certificate + photo.
3. 6 personal photos.
4. 2 soldiers model and 6 soldiers card. For males only
5. A copy of the nomination card.
6. A copy of passing the aptitude tests

Receiving the medical examination form:

From the band official and the medical examination is signed by the university's general medical administration.

****Payment of fees:***

- Receiving payment permission from the band official.
- Pay fees at the college treasury on the second floor.
- Recording the payment of fees on the computer through the treasury and reviewing them in the department.
- Receiving the identity card from the band official.

**** Obtaining the national ID card:***

- Card form from the civil registry.
- Fill out the form information.
- It is approved by the college, accompanied by a copy of the birth certificate, then submitted to the civil registry to obtain the card

Recruitment: -

1. Form 2, which is included in the enrollment documents in the student's file.
2. Submit Form 6 when the student reaches (19 years old) and it is received from the police stations to which the student belongs.
3. The recruitment representative for student affairs will postpone the age of 28 years.
4. Every student who has passed the conscription age [28 years] must renew his position on conscription so that he is not dismissed from conscription.

Registration for conscripts is suspended until the end of the conscription period (submission of proof of conscription approved by the Armed Forces)

Class schedules

- Preparing schedules for theoretical lectures and practical exercises and occupying them (theatres, auditoriums, halls) in consultation with the schedules committee formed from the various scientific departments.
- Distribution of practical schedules in hospitals and various training places
- Making works for stands, halls and halls and hanging them in their places.

Distributing the schedules on the Ibn Al-Haytham system for managing student affairs so that students can register academically.

Stopping the registration: -

The student submits a request to stop registration no later than (December 31) of each year explaining the reasons for stopping registration.

Registration is suspended in the following cases: -

- Students who are in political detention until they are released.
- Students who are sick with chronic psychological and neurological diseases until they are cured (they must submit an application with a medical report attached and a medical examination shall be signed on

them with the knowledge of the Medical Committee of the University's General Medical Administration and a report on their health condition).

Child care: -

- Submit the child's birth certificate.
- Parental care.
- Submit an application no later than (December 31), attaching the health status of the parents.

Exams: -

Oral exams:-

Preparing oral exam transcripts and submitting them to the scientific departments

Practical exams:-

Preparing practical exam sheets and submitting them to the scientific departments

Theoretical written exams:-

- Preparing examination schedules and completing them for students to arrange the courses in terms of difficulty
- Preparing examination committees and providing a sufficient number of auditoriums, laboratories and roads to accommodate the number of students
- Distributing students to committees using the Ibn Al-Haytham system for managing student affairs
- Preparing electronic exam sites, booking courses, and distributing students to committees
- Preparing observation and monitoring schedules.
- Preparing suitable places for exams.
- Notifying the medical committees to supervise students during the exam
- Notifying the legal committees to supervise students during the exam

- Notifying the monitoring committees of the names of students who are deprived of taking the exam
- Preparing the financial statements resulting from counting the days (presiding over the conduct of the examinations, supervising the conduct of the examination, monitoring, observing, and reporting absences)

Excuses:-

Illness reasons:

The student submits excuses for not taking the exam before or during the exam, or within two days at most from the exam's end date, accompanied by a sick certificate. Any application submitted after this date will not be considered.

- After that, a letter is written addressed to the medical department to examine him, determine his condition, and provide us with the result.

Social excuses:-

The student submits the social excuse accompanied by all official documents proving the truth of the excuse provided by him

Any papers or documents issued by unofficial bodies shall not be taken into consideration.

Rewards for excellence:-

- Make an inventory of the students who received very good or excellent grades for all academic levels and make lists of them
- Preparing lists of those eligible for the reward among those who excelled in high school with an average of 80% or more, as well as technical diplomas.
- Statements are sent to the Accounts Department to take financial disbursement procedures (those who excelled in high school and technical certificates - those who excelled academically in college).
- Distributing rewards to students through the college treasury.

Services provided to faculty members electronically

- **First:** - Opening an account for faculty members on the university's various systems related to its work in the educational system
- **Second:** Distribution of faculty members to study schedules using the Ibn Al-Haytham system for managing student affairs
- **Third:** Distributing students to faculty members and academic advisors
- **Fourth:** Activating the educational platform for faculty members to use in uploading electronic lectures and exams
- **Fifth:** Opening an account for faculty members participating in grade

Services provided to faculty members on paper

- Preparing lecture schedules and practical training schedules, whether in college laboratories or in hospitals and various training places, and occupying them (theatres, halls, halls) in consultation with the scientific departments.
- Preparing and printing study lists for all teams and delivering them to the scientific departments
- Preparing student lists for faculty members and academic advisors
- Informing department heads and supervisors of the College Council's decisions related to students
- Preparing financial statements to disburse bonuses for supervision, monitoring, observation, and joint committees in the conduct of examinations
- Preparing correction forms and oral and practical forms for faculty members
- Sending absence notices received from scientific departments to students to their addresses.
- Sending students' excuses for attending lectures or exams to the various scientific departments
- Making a statement to the faculty members participating in the educational process during the semester

Electronic links and links to communication pages

Firstly :-

Social networking pages with students and they are used to upload study schedules, exam schedules, and instructions for the educational process, and also to communicate with students faster.

Condensed program in nursing sciences:-

<https://www.facebook.com/%D8%A8%D9%83%D8%A7%D9%84%D9%88%D8%B1%D9%8A%D9%88%D8%B3-%D8%A7%D9%84%D8%AA%D9%85%D8%B1%D9%8A%D8%B6-%D8%A7%D9%84%D9%85%D9%83%D8%AB%D9%81-%D9%83%D9%84%D9%8A%D8%A9-%D8%A7%D9%84%D8%AA%D9%85%D8%B1%D9%8A%D8%B6-%D8%AC%D8%A7%D9%85%D8%B9%D8%A9-%D8%A7%D9%84%D9%85%D9%86%D8%B5%D9%88%D8%B1%D8%A9-592117407894483>

Nursing Sciences Program:-

<https://www.facebook.com/profile.php?id=100075656605989>

Specialized Nursing Sciences Program:-

<https://www.facebook.com/profile.php?id=100084670878375>

Second: Links used by the student to the electronic educational service:

Educational platform: Through it, the student can view his study schedule - academic registration for courses -

View exam schedules - access the educational platform so that the student can follow his courses

<https://myu.mans.edu.eg>

Medical examination for new and old students:-

<http://sce.mans.edu.eg/mus/studentPortal/>