



**Faculty of Science
Mansoura University**

**The Internal Bylaws of
The Undergraduate Stage
(Credit-hour System)**



Arab Republic of Egypt

Minister of Higher Education
and Scientific Research

Minister

**Ministerial Decree
No. (178) on 28/01/2008**

**Regarding the issuing of the Internal Bylaws of the Faculty of Science – Mansoura University
(Undergraduate Stage) Credit-hour System**

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Minister of Higher Education and Scientific Research:

- After reviewing Law no. (49) for the year 1972 regarding Universities' Organization and its amending laws,
- upon the Presidential Decree no. (809) for the year 1975 in the Executive Regulations of the Universities' Organization Law and its amending decrees,
- upon the Ministerial decree no. (253) on 26/03/1989 regarding the issuing of the Internal Bylaws of the Faculty of Science, Mansoura University (Undergraduate Stage) and its amending decrees,
- upon the approval of Mansoura University Council in its sessions on 26/02/2007 and 28/11/2007,
- upon the approval of the Committee of Basic Sciences Sector in its sessions on 24/05/2007 and 06/09/2007,
- and upon the decree of the Supreme Council of Universities in its sessions on 09/09 and 10/09/1998 to delegate the Professor/Minister of Higher Education and Scientific Research and the Head of the Supreme Council of Universities to approve the issuing of the Internal Bylaws of the faculties and institutes and its amendments after the approval of the competent Higher Education Sectors Committees,

it is decided that:

(First Article)

The attached Internal Bylaws of the Faculty of Science, Mansoura University (Undergraduate Stage) Credit-hour system shall be implemented and any text that contradicts its provisions shall be repealed.

(Second Article)

All competent authorities shall implement this decree.

**Minister of Higher Education and
Scientific Research**



Arab Republic of Egypt

Minister of Higher Education
and Scientific Research

Minister

**Ministerial Decree
No. (2970) on 15/09/2009**

**Regarding the implementation of some amendments on the Internal Bylaws of
the Faculty of Science, Mansoura University
(Undergraduate Stage) Credit-hour System**

Minister of Higher Education and Scientific Research:

- After reviewing Law no. (49) for the year 1972 regarding Universities' Organization and its amending laws,
- upon the Presidential Decree no. (809) for the year 1975 in the Executive Regulations of the Universities' Organization Law and its amending decrees,
- upon the ministerial decree no. (178) on 28/01/2008 regarding the issuing of the Internal Bylaws of the Faculty of Science, Mansoura University (undergraduate stage) Credit-hour System and its amending decrees,
- upon the Decree of the Supreme Council of Universities in its session on 07/09/2008,
- and upon the approval of Mansoura University Council in its session on 28/06/2009,

it is decided that:

(First Article)

The subject "Introduction to Computer" shall be cancelled from all the academic programs of the first-level students, which is stated in the Internal Bylaws of the Faculty of Science, Mansoura University (Undergraduate Stage) Credit-hour System issued by the Ministerial decree no. (178) on 28/01/2008 starting from the academic year 2008/2009.

(Second Article)

Clause (A) of article (10) of the mentioned Bylaws shall be replaced with the following clause:

Article (10):

Graduation requirements for obtaining the Bachelor's Degree of Science are at least (144) credit hour distributed as follow:

1- University Requirements: (6) credit hours distributed as follow:

- (2) credit hours in English Language subject.
- (2) credit hours in studying Human Rights subject.
- (2) credit hours in one of the following Cultural Subjects (Environmental Culture – History and Philosophy of Sciences – Principles of Administration and Accounting – Negotiation and Critical Thinking – Leadership – Communications – Self-learning – Profession Law and Ethics). At the beginning of each academic year, the university council determines some Cultural Subjects for the students to choose from.
- Students of the first level study Human Rights subject and one of the Cultural subjects. These subjects are considered pass/fail subjects; they are not calculated as part of the students' GPA, and they are not counted within the maximum limit of registration hours.
- To obtain the first university degree, the student should successfully pass the ICDL course or any other equivalent certificate, as it is considered a university requirement for graduation.

(Third Article)

All competent authorities shall implement this decree.

**Minister of Higher Education and
Scientific Research**

Prof./ Hany Helal



Arab Republic of Egypt

Minister of Higher Education
and Scientific Research

Minister

Ministerial Decree

No. (1718) on 26/06/2013

**Regarding the implementation of some amendments on the Internal Bylaws of
the Faculty of Science, Mansoura University
(Undergraduate Stage) Credit-hour System**

Minister of Higher Education and Head of the Supreme Council of Universities:

- After reviewing Law no. (49) for the year 1972 regarding Universities' Organization and its amending laws,
- upon the Presidential Decree no. (809) for the year 1975 in the Executive Regulations of the Universities' Organization Law and its amending decrees,
- upon the ministerial decree no. (178) on 28/01/2008 regarding the issuing of the Internal Bylaws of the Faculty of Science, Mansoura University (undergraduate stage) Credit-hour System and its amending decrees,
- upon the approval of Mansoura University Council in its session on 25/03/2013,
- upon the approval of the Committee of Basic Sciences Sector in its session on 18/04/2013,
- and upon the decree of the Supreme Council of Universities on its session of 27/04/2013 to delegate the Professor/Minister of Higher Education and Scientific Research and the Head of the Supreme Council of Universities to approve the issuing of the Internal Bylaws of the faculties and institutes and its amendments after the approval of the competent University Education Sectors Committees,

it is decided that:

(First Article)

Adding a new item (D) to the first clause mentioned in article (11) of the Internal Bylaws of the Faculty of Science, Mansoura University (undergraduate stage) Credit-hour System issued by the Ministerial decree no. (178) on 28/01/2008, as follows:

Article (11): Academic Registration and Study Load:

First: Acceptance:

- a-
- b-
- c- The Faculty Council may accept the students who have the Bachelor’s Degree (who have the general secondary degree – science branch) from other faculties to study at the faculty after referring to the competent department councils provided that the study period at the faculty is not less than four academic years, and with admission conditions suggested by the faculty council and approved by the university council.

(Second Article)

All competent authorities shall implement this decree.

**Minister of Higher Education and Head
of the Supreme Council of Universities**

Prof./ Moustafa Mosaad

Arab Republic of Egypt
Ministry of Higher Education
Minister's Office

Ministerial Decree
No. 1821, Dated 26/06/2012

**Regarding the Amendment of the Internal Bylaws of the Faculty of Science,
Mansoura University (Bachelor's Degree Stage), Credit Hours System**

Minister of Higher Education and Head of the Supreme Council of Universities

Based on:

- Law No. 49 year 1972 concerning University regulations and its amendments,
- The Presidential Decree No. 809 year 1975 concerning the issuing of the executive bylaws of the University regulations and its amendments,
- The Ministerial Decree No. 178 on 28/01/ 2008 concerning the issuing of the internal bylaws of the Faculty of Science, Mansoura University (Bachelor's Degree Stage), Credit Hours System and its amendments,
- The approval of Mansoura University Council in its session on 27/03/2012,
- The approval of the Committee of Basic Sciences Sector in its session on 17/05/2012, and
- The decree of the Supreme Council of Universities in its session on 15/12/ 2011 concerning delegating Prof. Minister of Higher Education and Head of the Supreme Council of Universities to approve the issuing of the internal bylaws of university faculties and institutes and their amendments after getting the approval of the competent university education sectors committees,

It is decided that:

(First Article)

- Adding a new item to the Article (15) of the internal bylaws of the Faculty of Science, Mansoura University (Bachelor's Degree Stage), Credit Hours System, issued upon the Ministerial Decree No. 178 on 28/01/ 2008 as follows:

Article 15: Digital and symbolic indications of marks and estimates

1-.....

7- The student who does not get (1.0) accumulative marks as a graduation prerequisite has to study some subjects of 14 credit hours maximum in which she/he got Pass, D, grade. She/he obtains all the marks she/he gets in these subjects. When the accumulative marks are calculated, she/he obtains only the latest marks of the subjects that she/he succeeds in. However, both grades will be mentioned in the student's academic record. In this case, if the student obtains accumulative marks more than (1.0), it is reduced only to (1.0).

(Second Article)

All competent authorities shall implement this Decree.

**Minister of Higher Education, and
Head of the Supreme Council of Universities.**

Prof. Mohamed Abdelhamid Elnashaar

Arab Republic of Egypt
Ministry of Higher Education
Minister's Office

Ministerial Decree
No. 2542, Dated 17/07/2012

**Regarding the Amendment of the Internal Bylaws of the Faculty of Science,
Mansoura University (Bachelor Degree Stage), Credit Hours System**

Minister of Higher Education and Head of the Supreme Council of Universities

Based on:

- Law No. 49 year 1972 concerning University regulations and its amendments,
- The Presidential Decree No. 809 year 1975 concerning the issuing of the executive bylaws of the University regulations and its amendments,
- The Ministerial Decree No. 178 on 28/01/ 2008 concerning the issuing of the internal bylaws of the Faculty of Science, Mansoura University (Bachelor's Degree Stage), Credit Hours System and its amendments,
- The decree of the Supreme Council of Universities in its session on 15/12/ 2011, and
- The approval of Mansoura University Council in its session on 28/05/2012,

It is decided that

(First Article)

- Teaching the computer subject in all programs for the students of the first level and which is listed in the internal bylaws of the Faculty of Science, Mansoura University (Bachelor's stage), the credit hours system issued by the Ministerial Decree No. 178 on 28/1/2008 as of the academic year 2012/2013,

(Second Article)

The text of item (a) of the Article (10) of the above-mentioned Internal Bylaws shall be replaced by the following text:

Article (10): Graduation requirements for a Bachelor's Degree in Science are at least (146) credit hours distributed as follow:

1- University Requirements: 8 credit hours distributed as follow:

- 2 credit hours in Computer study.
- 2 credit hours in English Language study.
- 2 credit hours in Human Rights study.
- 2 credit hours in cultural subjects in one of the following courses: (Environmental Culture - History and Philosophy of Sciences - Principles of Administration and Accounting - Negotiation and Critical Thinking - Leadership - Communications - Self-learning - Profession Law and Ethics). At the beginning of each academic year, the Faculty Council determines some of the courses of the cultural subjects for the students to choose from.
- First-level students shall study Human Rights and one of the Cultural courses. They are considered success and failure subjects. However, they are not included in the student's semester average or cumulative average and they are not counted within the maximum limit of registration hours.

(Third Article)

All competent authorities shall implement this decree.

**Minister of Higher Education, and
Head of the Supreme Council of Universities.**

Prof. Mohamed Abdelhamid Elnashaar

Faculty of Science

Mansoura University

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Preface

Considering that education is the foundation and the driving power for development in society: faculties of science then should be regarded as the cornerstone of such development since they prepare the science specialists and experts who would lead the procession of development and modernization.

In order to cope with recent developments in teaching, and to achieve academic distinction which is characterized by providing quality learning for graduates of the Faculty of Science, it was decided to incorporate the credit- hour system into the Faculty Bylaws. It was also decided to apply developed methods of instruction and adopt on-going mechanisms for the development of academic programs and program evaluation. Attention was given to the updating of laboratory and classroom equipment. A great deal of consideration was also given to develop staff members' performance and to train them on the application of new methods of teaching, evaluation as well as the use of new techniques for instruction. Moreover, in response to labour market and society needs, innovative courses were designed.

The new Bylaws was carefully scrutinized from two integrative perspectives: central and local. The former scrutiny was conducted by a group of highly qualified specialists from different scientific sectors in Egypt. The latter was performed by Faculty Professors in Department, Faculty Councils and related sub-committees with a view to ensuring not only the unique characteristics of the faculty but also the requirements of the local community. The Bylaws revision process mainly aimed at achieving accuracy of internal structure together with responding to the demands of innovation. Moreover, it seeks to combine the advantages of the credit- hour system and those of the two-term system to maximize the benefits.

Hoping to contribute to a better, more prosperous future for our beloved Egypt, we ask God to help us achieve the hopes aspired for by all the staff members who exerted a great deal of efforts and cooperated with the Faculty Administration to achieve these results.

Faculty Dean

Professor/ Taha Zaky Sukar

Preface

Being one of the oldest faculties in Mansoura University, The Faculty of Science has, ever since it was established, repeatedly developed and updated its Bylaws to cope with the fast advances in the scientific, educational, and technological fields.

However, at the turn of the twentieth century, it was natural for us to pause and to reflect over the givens of our reality and to examine its variables. It was necessary to develop a futuristic vision that requires university graduates to be at a high level of proficiency which would, hopefully, enable them to master the technology of the age and to lead the procession of development.

Hence, Mansoura University has adapted a strategy focusing on quality assurance and accreditation. According to this strategy, priority was given to the reconsideration of academic and educational proficiency in its different faculties, to relevance to the actual needs of the community and to the need to keep pace with international development. As a matter of fact, The Faculty of Science has been the precursor in this aspect through reviewing the aims, content, and the types of its programs and reformulating them into a new Bylaws compatible with the demands of the modern age and those of the labour market. This new Bylaws is based on the credit- hours system and the incorporation of optional courses to provide students with opportunities to increase concentration and upgrade their academic achievement. This would also help enhance the ability of measuring students' understanding.

The main feature characterizing this system is student's success in a total of 144 credit hours in obligatory and optional courses covered over eight semesters, within a four- year system. These hours include theoretical, practical, and applied courses in the various departments of the faculty.

It is worth-mentioning that the application of this new Bylaws has been concurrent with that of the policies of quality assurance and academic accreditation in the Faculty of Science. The latter process necessitates the formulation of organizing frameworks and standards for an educational outcome which matches the international, educational standards.

Finally, I cannot but deeply thank the faulty personnel both academic and administrative for their co-operation: all professors and administrators who did their best to prepare and formulate this Bylaws.

Vice Dean of Education and Students' Affairs

Professor/ Omar Shehaby

First: Introduction and General Governance

Faculty of Science- Mansoura University

Mission

The faculty of Science at Mansoura University aims at offering developed academic programs in various basic scientific fields. These programs shall provide society with proficient, specialized science graduates and cadres who are trained in modern scientific techniques and who are trained for competing in the labour market, conducting research and scientific studies with a view to building up a technological research base- an essential requirement for development and for resolving social problems.

Vision

The Faculty of Science aims at establishing a distinguished academic basis for basic sciences by means of distinguished academic plans and programs which seek to meet the requirements of the international academic standards. These programs should build up a graduate capable of competing in the labour market and pacing up with the overwhelmingly fast development in the field of basic sciences and technology. The programs offered should seek to enhance the culture of creativity in science and should be sensitive to the needs of the society as well as seek to satisfy them. This would, hopefully, lead the Faculty to develop into a unique, scientific institution capable of meeting the requirements of academic accreditation.

Faculty of Science

Strategic Aims

In this age of globalization and fast technological developments, it is obligatory for educational institutions to engage in a process of self-reconstruction for the sake of other related institutions. Therefore, these institutions should develop the strategies and systems which help achieve their aims. Equally important for these institutions is the need to specify these aims: Hence, the Faculty of Science has formulated the aims which guarantee the effectiveness of its plans and academic programs as follows:

1. Developing academic plans and programs in the various basic sciences in accordance with international standards as well as with the Faculty and university missions.
2. Achieving a high standard of trust in the faculty graduates by focusing on creativity and using developed educational approaches.
3. Building up a graduate who could handle the basics of scientific research, develop research databases capable of keeping up with the overwhelmingly fast development in various basic sciences.
4. Specifying the real needs of society precisely and approaching them as the starting point on the route to social service at local and international levels.
5. Developing links for co-operation in different research fields and opening up to developed research schools to prepare a researcher geared to distinguished, applied research and capable of creating modern technology.
6. Following an approach of continuous improvement of the academic programs to continually upgrade the graduates' standard and enable them to compete in the labour market.
7. Achieving educational aims and outcomes that meet distinctive academic standards
8. Seeking to meet the requirements of academic accreditation as one of the main, strategic aims of the Faculty of Science, Mansoura university.

The Internal Bylaws for the Undergraduate Stage
Faculty of Science- Mansoura University
(Credit Hour System)

General Rules

Article (1) The Faculty aims at achieving the following:

1. Preparing students specialized in the study of different specialties of Basic Sciences in accordance with the needs of the Arab Republic of Egypt, and the Arab and the African regions.
2. Establishing new specialties corresponding to the requirements of development in society.
3. Qualifying students academically and practically to increase their chances of employment in different factories, companies, organizations and institutions.
4. Conducting research, seminars, and workshops in different fields of basic sciences and their applications.
5. Conducting studies and different activities as well as suggesting solutions to problems related to social and environmental development.

Article (2): Scientific Departments and Sections:

The Faculty comprises six departments and offers a Bachelor's degree in 25 academic programs distributed as follows:

1. Mathematics Department
 - Mathematics
 - Mathematics and Computer Sciences
 - Statistics and Computer sciences
2. Physics Department
 - Physics
 - Physics and Computer Sciences
 - Chemistry and Physics
 - Biophysics
 - Medical Physics
3. Geology Department

- Geophysics
 - Geology
 - Chemistry and Geology
 - Petroleum and Water Geology
4. Chemistry Department
- Chemistry
 - Chemistry and applied chemistry
 - Chemistry and environmental chemistry
 - Biochemistry
 - Legal Chemistry
5. Botany Department
- Botany
 - Chemistry and Botany
 - Microbiology
 - Biotechnology and Genetic Engineering
6. Zoology Department
- Zoology
 - Chemistry and Zoology
 - Chemistry and entomology
 - Environmental Sciences

It is possible that the Faculty may establish other departments in response to suggestions from the Faculty Council and in accordance with the Law organizing universities.

Article (3) It is possible to initiate new specialties as single disciplines or interdisciplinary specialties based on Faculty Council suggestions and according to the law organizing universities.

Article (4) Based on the request of the Faculty of Science Council, Mansoura University offers the degree of B. Sc. in any of the specialties mentioned in this Bylaws. (See attached documents for the specialties).

Article (5) Study in the Faculty is based on the system of the credit -Hour by semester.

Article (6) The duration of study in the Faculty of science is four years representing four levels. Each level includes two semesters separated by the mid-year vacation. Students

who exceed the period of four years are not allowed to graduate unless they have fulfilled graduation requirements.

Article 7: The regular semester is seventeen weeks distributed as follow:

- a. One week for registration.
- b. Fourteen weeks for studying.
- c. Two weeks for final exams at the end of the semester.

Article 8: The Faculty Council may accept to open an intensive summer semester – six weeks – for the students only in their failed curricula with maximum 8 credit hours in accordance with the regulations determined by the Faculty Council and ratified by the University Council.

Article 9: Credit Hours Criteria

- A. As for lectures: one credit hour is counted for each one hour lecture per week during the single semester.
- B. As for sections and applied trainings: one credit hour is counted for each 2-3 hour section or training session per week during the single semester.

Article 10: At least one hundred and forty four credit hours are required to obtain the Bachelor's degree in Science, and they are distributed as follow:

1. University requirements: 6 credit hours are distributed as follow:
 - 2 credit hours for studying English Language.
 - 2 credit hours for studying Human Rights.
 - 2 credit hours for studying cultural subjects in one of the following academic courses: (Environmental Culture – History and Philosophy of Sciences – Principles of Accounting & Administration – Negotiation & Critical Thinking – Leadership – Communications – Self-learning – Profession laws & Ethics) at the beginning of each academic year, the Faculty Council determines some cultural subjects for the students to choose from.
- Students in the First Level will study Human Rights subject in addition to one of the cultural subjects; they are considered success and failure subjects, and they are not included in the student's semester average or the general cumulative grade. They are not counted in the maximum limit for registration hours.
- Success in the International Computer Driving License (ICDL) or any equivalent certificate is considered a main condition as well as a university requisite for obtaining the Bachelor's Degree.

2. Faculty requirements: 30 credit hours will be studied in the First Level, and they include: 18 credit hours distributed equally on Chemistry, Physics, and Mathematics courses.
12 credit hours will be distributed to two courses or more from the following courses: (Mathematics – Physics – Chemistry – Geology – Botany – Zoology) as it is shown at the figure of specialization tracks in article 4.
3. Specialization requirements:
 - a. 108 credit hours are required for obtaining the Bachelor's Degree, and they are determined by the department or specialized departments as it is stated in the enclosed tables.
 - b. After successfully passing 72 credit hours, all the students will attend applied trainings for 8 weeks in companies, factories, related bodies to their specializations, one of the university centers or scientific departments without counting them in the credit hours. The academic advisor selects the appropriate time for training during summer vacation in accordance with the general regulations for the university summer training.
 - c. Students will make scientific visits for sites that are related to their specializations in order to make a scientific link between studying and application under supervision of staff members and their assistants as it is stated in the enclosed tables of studying programs in the current bylaws. Such visits are considered a non-separable part of the courses and it is permitted to calculate the marks of each scientific visit among the marks of the practical or applied tests according to the decrees of both the scientific department and the Faculty Council.

Article 11: Academic Registration and Study Load:

Firstly: Admission:

- a. The Faculty of Science admits students who passed the secondary school – Scientific section (Science & Mathematics) or its equivalent in accordance with admission conditions determined by the Universities Supreme Council.
- b. The Faculty Council may admit graduates who hold B.Sc. degree in Science and desire to obtain B.Sc. degree in another specialization provided that the duration of the study in the faculty is not less than two years and according to the admission conditions suggested by the Faculty Council and approved by the University Council.
- c. The Faculty Council may admit graduates who hold B.Sc. degree from other scientific faculties and who desire to study at the faculty after getting the

approval of the competent scientific departments provided that the duration of the study in the faculty is not less than two years in order to finish studying two levels and according to admission conditions suggested by the Faculty Council and approved by the University Council.

Secondly: Academic Registration:

- a. The Vice Dean for Education & Students' Affairs supervises on implementing registration rules and its procedures as well as preparing students lists of studying groups, preparing timetables, distributing students on academic advisors, preparing cards of students' subjects & academic registry per each student, and registering academic data in special approved registry; such registration phase must be done in the first week of the semester.
- b. In case of imperative circumstances and excuses, registration can be done in the second week.

Thirdly: Academic Supervision:

An academic advisor is assigned for each student in order to orient and help him/her in selecting the subjects and determining the number of credit hours, which he/she enrolls according to his/her circumstance, ability; in addition, the advisor may help to solve the problems that may face the student during studying. A card is assigned for each student in which he/she registers all required data and results he/she obtains; the advisor revises courses in which the student enrolls in each semester until his/her graduation from the faculty.

Fourthly: Study Load:

1. Each student will be permitted to enroll for 28-36 credit hours per each level distributed on two semesters except the following cases:
 - A. First Level: each student will be permitted to enroll for 28-38 credit hours distributed on two semesters (according to the enclosed timetable of the studying programs).
 - B. An excellent student whose GPA is 3 or more can add 2-3 credit hours in each semester with maximum 8 credit hours throughout studying in the additionally elective courses required for specialization in the faculty's different scientific departments. His/her grades in these additionally elective courses will be added to the general cumulative grade.
 - C. The Faculty Council has the right to increase study loads on the student up to the maximum credit hours in the final semester; 4 credit hours is the maximum in order to meet the requirements for graduation.

- D. The student with GPA less than 1.0 is not permitted to enroll in more than 14 credit hours in a single semester.
- E. The Faculty Council has the right to exempt the student, who is transferred from an equivalent faculty in which credit hours system is applied, from studying some courses in the First and Second Levels provided that not only these courses are equivalent to the courses that he/she had studied in such equivalent faculty but also he/she had succeeded in them. It is not permitted to exempt the student from studying any courses in the Fourth Level.

Article 12: Addition, Cancellation, Withdrawal, and Changing Track:

- a. The student is permitted after receiving the approval of the academic advisor to add or cancel one course or more only till the end of the fourth week of studying without the violation of the study load, which is stated in the article no. 11.
- b. The student is permitted to withdraw from any course till the end of the sixth week of the semester after receiving the approval of the academic advisor. This course will be registered in the student's academic registry with a grade "withdrawal" provided that the student's absence in such course did not exceed than the assigned ratio of absence before withdrawing. The urgent withdrawal cases after the deadline must be checked by the Committee of Education & Students' Affairs before submitting them to the Faculty Council to be approved without prejudice to the study load in accordance with the article no. 11.
- c. The student is permitted to change his/her specialization track after receiving the approval of the academic advisor, the Committee of Education & Students' Affairs, and the Faculty Council provided he/she meets the requirements of the desired specialty. The credit hours that he/she succeeds in and are not related to the new required specialty will never be calculated on the required total credit hours.

Article 13: Attendance:

The instructor of each course will be responsible for registering the attendance of the students at the beginning of each lecture or section in the assigned registry, which is prepared by the students' affairs taking into consideration the following:

- a. 25% of the total credit hours is the admitted ratio for the student's absence without submitting an accepted excuse. The course instructor will be responsible for informing the students' affairs administration to send 2 notices for the student, and then his/her status will be checked by the Faculty Council in order to deprive the student from attending the exam.

- b. In case the ratio of the student's absence in the course exceeds 25% and his/her absence is without an excuse approved by the Committee of Education & Students' Affairs and the Faculty Council, the grade "deprived" is registered for the student in his/her academic registry and such grade will be calculated in the semester rate or the general cumulative grade of the student.
- c. In case the ratio of the student's absence in the course exceeds 25% and his/her absence is with an accepted excuse approved by the Committee of Education & Students' Affairs and the Faculty Council, the grade "absent" is registered for the student in his/her academic registry; such grade, "absent", is not calculated in the semester rate or the general cumulative grade of the student.

Article 14: Evaluation:

Firstly: The total marks per each course is 100 marks.

Secondly: The student will be evaluated in theoretical and practical courses upon the following items:

- a. Only in theoretical courses, 10% of the total marks for oral exam, 10% for the applied exam, and 80% for the written exam.
- b. Only in practical courses, 40% of the total marks for ongoing applied assessment in sections during the semester, and 60% for the final practical exam.
- c. In courses that comprise both theoretical and applied practical studies, 10% of the total marks for the mid-term applied exam, 20% for practical exam, 10% for oral exam, and 60% for the final written exam.
- d. Concerning Essay Writing & Research course in the Fourth Level, only one credit hour will be assigned on the two semesters for the special programs and only one credit hour per each specialty in a one semester for the double programs: 60% of the total marks for the content, 20% for oral exam, and 20% for the applied exam.
- e. Applied practical exam and final written exam are conducted by a committee of at least four staff members including the lecturers of the course; the course coordinator will be responsible for organizing the mid-term exams, preparing exam's questions as well as the final exams. The absent student in final practical and written exams is considered absent in the course.
- f. The rank of Honors is given to the student who obtains an accumulative rate 2.5 or more on graduation provided that his rate at any level is not less than 2.5 and that he has not failed in any course during his enrollment in the faculty (or in the faculty he is transferred from).

- g. The results of any course may be postponed if its requirements are not completed due to compulsory reasons(The student not taking the final exam for an approved excuse) for a period not exceeding one term; in this case the student is given (Incomplete Grade) (م غ). If the student does not complete the course requirements in times of final exams of incomplete courses- the first week of the direct following term- the student is considered “a fail” and his grade “Fail” is set to him.

Article (15) Digital and symbolic references to marks and grades:

- 1- The marks of students in each academic course is estimated as follows:

| Marks | Points | Symbol | Grade |
|----------------------|----------------------|--------|------------|
| 85% to 100% | 3.5 to 5.0 | أ | Excellent |
| 75% to less than 85% | 2.5 to less than 3.5 | ب | Very Good |
| 65% to less than 75% | 1.5 to less than 2.5 | ج | Good |
| 60% to less than 65% | 1.0 to less than 1.5 | د | Pass |
| 0% to less than 60% | Zero | ر | Failed |
| - | Zero | غ | Absent |
| - | Zero | م غ | Incomplete |
| - | Zero | من | Withdraw |
| - | Zero | مح | deprived |

- 2- In case the student fails a course for the second time, it is adequate to record only one time failure in his accumulative rate. The number of times he has taken the course is registered in his academic record and the passing mark he has got when taking the exam is recorded for him.

- 3- Term Rate: is the average points the student has obtained in one term approximated to the nearest two digit decimal and is estimated as follows:

$$\text{Term Rate} = \frac{\text{result of multiplication (course points of each term} \times \text{Number of accredited hours)}}{\text{sum of accredited hours of these courses in the term}}$$

- 4- General Accumulative Rate: is the average points the student has obtained in all the semesters rounded up into the nearest two digit decimal number and is counted as follows:

General Accumulative Rate=

$$\frac{\text{result of multiplication (points of each course} \times \text{Number of its accredited hours)}}{\text{sum of accredited hours of studied courses}}$$

- 5- The minimum accumulative rate for graduation is 1.0
6- The student's grades are given to him on graduation as follows:

| Marks | Points | Symbol | Grade |
|----------------------|----------------------|--------|-----------|
| 85% to 100% | 3.5 to 5.0 | أ | Excellent |
| 75% to less than 85% | 2.5 to less than 3.5 | ب | Very Good |
| 65% to less than 75% | 1.5 to less than 2.5 | ج | Good |
| 60% to less than 65% | 1.0 to less than 1.5 | د | Pass |

The student's gained points and the percentage which is rounded up to the nearest hundreds are illustrated next to the Graduation's General Grade in the Student's Certificate.

Article (16): The Academic Warning, transferring and Enrollment Suspension and Cancellation:

- 1- If the student has less than (1.0) One in his accumulative Grade, he is given a first warning notice.
- 2- If the student's low rate is repeated in the same term, he is given a second warning notice and is regarded as "Academically monitored" and he is only allowed to register in the minimum accredited hours possible which are 14 hours.
- 3- The student is transferred to the second level if he passes a minimum of 18 accredited hours; and is enrolled in the third level if he passes not less than 42 accredited hours; and finally is enrolled in the fourth level if he passes not less than 66 accredited hours. It must be noted, however, that the University Requirements are not included in these hours.
- 4- The Student is dismissed from the faculty according to the failure chances mentioned in the Universities' Regulating Law.

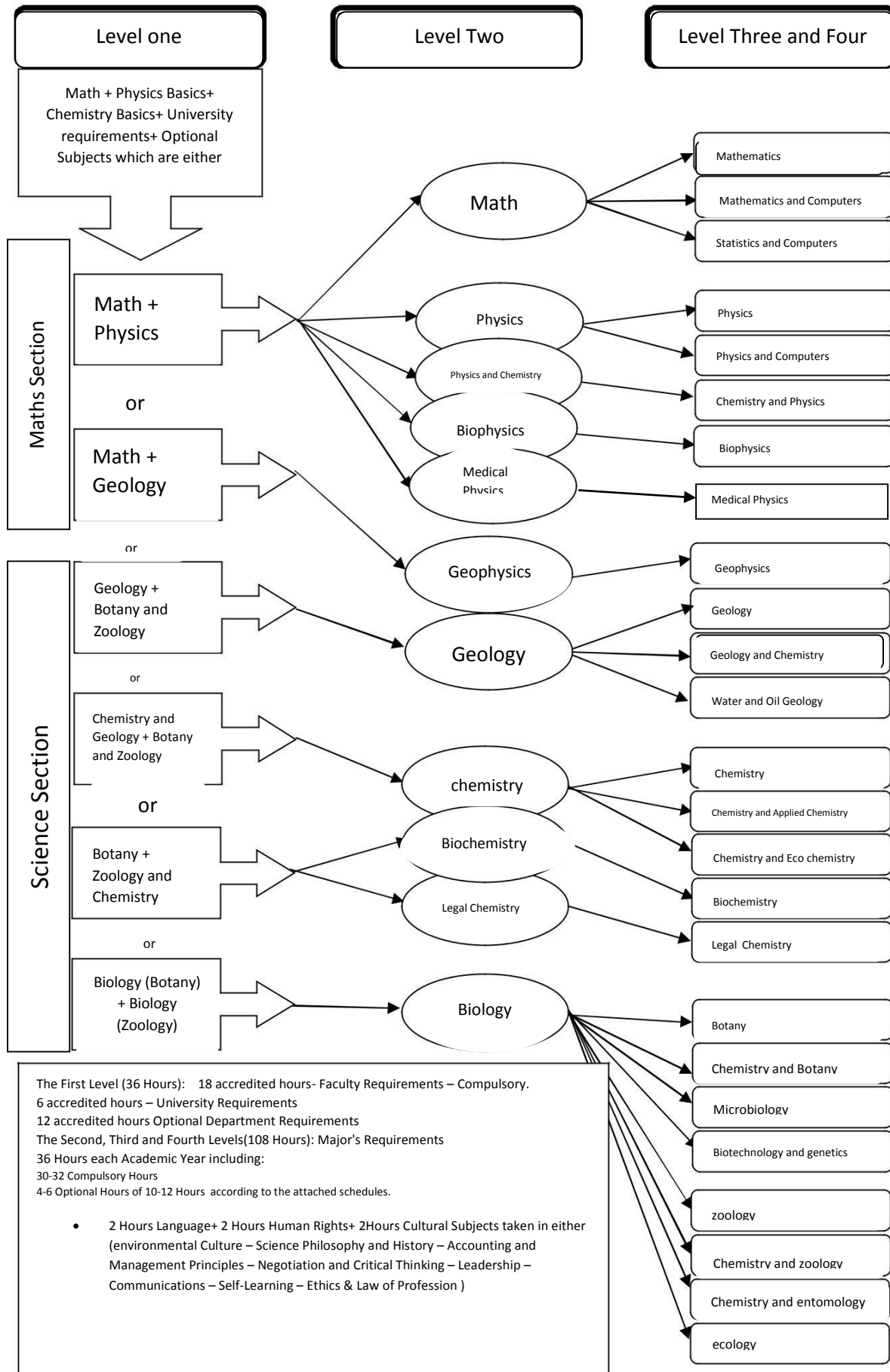
Article (17): Regarding the following Programs:

The provisions of this Bylaws are applicable to the following subjects “Mathematics and Computer Science – Medical Physics – Water and Oil Geology – Legal Chemistry – Biotechnology and Genetic Engineering”. Enrollment of students is done according to the regulations assigned by the faculty council and approved by the University Council.

Article (18): Listening System:

The Faculty Council may, after consulting the councils of the competent Scientific Divisions, approve students of the same university’s faculties or other universities as listeners to some courses in the Faculty according to the rules decided by the Faculty Council and approved by the University Council. The Faculty is to issue a certificate of achievement for these courses; this does not entail granting a university degree.

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Article (19) The provisions of this Bylaws become effective from the commencement date of the following academic year following the date on which it was issued to new students of Level 1 in the faculty, yet the failed students of Grade one or the passed students of the higher grades are subjected to the provisions of the internal By-laws according to which they joined the faculty until their graduation.

Article (20) The provisions of the organizing Law of Universities and its executive By-laws are applicable to all related issues not mentioned in these Bylaws.



تمت الترجمة بمعرفة مركز اللغة الإنجليزية للأغراض الخاصة - جامعة المنصورة

الهاتف: ٠٥٠ ٢٢٣٢٠٧٠



الموقع الإلكتروني: <http://centers.mans.edu.eg/esp>

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