



Guide

Student Service Instructions

(Student Affairs Administration)

2020-2021

Prepare by Education and Student Affairs Sector

Translated by Wafedeen Committee

Dear students,

I am delighted to welcome you in the corridors of the Faculty of Science.

The students are the focus of the educational process and their results and the purpose of its existence. Our primary goal is to preparing them to face life and its challenges.



According to that our Faculty is working on preparing a graduate who is equipped with theoretical knowledge, practical experiences and positive behaviors, and has the ability to employ all those in building himself and developing his community by providing high-quality education in accordance with international standards, developing the level of academic services provided to students, in addition with the improvement and development of all academic programs in line with the needs of the labor markets. We also adopt the philosophy of self-learning in solving problems and learning for life.

The Faculty also seeks, according to its strategic plan, to focus on scientific research and spread the culture of scientific research, innovation and creativity, and to encourage distinguished competencies of the Faculty staffs and students to contribute to the knowledge industry, which guarantees the graduation of trained cadres capable of innovation and achieving leadership in their fields of specialization and leading their societies.

Our Faculty is characterized by having a highly qualified staffs that works with a team spirit and the most important characteristic of this team is the spirit of harmony, love and cooperation, as it works with great dedications to help students and encourage them to dialogue and open up to different cultures to raise the University educational level, which will reflect on their professional performance in their workplace. .

In conclusion, we ask Allah with His greatest ability to preserve our leaders and governors, and to protect our country and our people from all harm, and to make us always righteous guides and to guide our youth to serve their religion, their homeland and their leaderships, and Allah is the Grantor of success.

Dean of the Faculty

Prof. Dr. Ahmed Adou El-Sherif

Student Services Directory

1- The papers required from the new student:

- Original high school certificate.
- Original birth certificate.
- Soldiers' form (No.2) for males.
- A copy of the high school nomination card.
- (8) Personal photos.
- All papers are placed in a large envelope and the students' information's must be writing on it [name, address, phone number (home – mobile) and e-mail].
- Complete accurately the student data form, as it will be recorded on the database at the Student Affairs Department and delivered with the file.
- (Form No. 1)

2- Conditions and procedures for joining specialized programs' programs

- New students should submit the following documents to the Administration of Students' Affairs in the Faculty:

- the high school nomination card
- the receipt of the coordination office
- a copy of the high school certificate [the receipt of the Central Transfer Office , a copy of the high school for the transferred student or the transferred registration)
- The student submits an application to join the program with paying the enrollment fee and paying the prescribed personal interview fee, and fees will not be withdrawn after payment, whatever the reasons. (Form No. 2)
- Selections will be made between applicants to join these programs in order to fulfill the required number for each program in accordance with the rules previously determined by the Faculty Board.
- The student should pay the specific fees of the program he enrolled in according to the decision of the Supreme Council of Universities through Fawry service (+ additional Fawry fees).

3- Transfer to Faculty procedures:

- The student should submit a transfer application attaching it a recent bill of water, electricity, telephone, or gas and give them to the Central Transfer Office at Cairo University.

- The student should withdraw a case statement from the Faculty from which he is transferred from; clarifying the courses he studied at the first and second levels. These documents are submitted to the Central Transfer Office at the University after fulfilling the initial qualifications.

- An amend process is made after fulfilling the initial qualifications to indicate the courses from which the student will be exempted, as well as the courses that will be added to. This clearing should get an approval by the Student Affairs Office and sent to the University's Education and Student Affairs Department for approval too by the University Student Affairs.

4- Procedures for transferring registration to the Faculty:

All the necessary procedures for the transfer described above (clause No.3) shall be made on the condition that the student obtains the minimum admission to the Faculty in the year he/her obtained his/her high school certificate.

Conditions:

1- Not accepting the transfer of remaining students (replays) who repeat in the first or second year (in their faculties).

2- Not accepting transferring students to the third or fourth year, even if the subjects imposed on them permit their admission to the second division.

3- The student must obtain 70% of the English language degree in high school is a prerequisite for transfer or transfer of registration for English language programs. (There is none)

4- In all cases of transfer, the residency requirement with the legal guardian in the geographical area of Cairo University must be fulfilled.

5- Applying the general rules approved by the University to cases of transfer and transfer of registration, as well as adhering to the rules for transferring approved by the Supreme Council of Universities in this regard.

5- University Hostel:

To join the University Hostel, students must follow these steps:

- The student logs in to the website www.hostel.cu.ed.eg using the username: hostagr and the password: @234agr and press the entry key. The home page will open.

- On the home page, you will find a data form to be filled out by the student and then press Save, and the student's data will be reviewed by the Student Affairs of the Faculty in which the student is register to.

6- Steps to pay the Faculty fees and obtain the Faculty ID card:

- The student pays the Faculty fees through Fawry service.
- The student brings the payment receipt and delivers it to Student Affairs employees, accompanied by a student recent photo.
- For fresh first-level students, the student must complete a special expense card form throughout his studies at the Faculty with a personal photo of the student.
- The Student Affairs employee records the payment receipt number in the expense card, made the ID card, and delivers it to the student.

7- Procedures for postpone military recruitment:

- Students who have reached the age of nineteen are assigned to receive the military card (Soldiers from No.6) from the police department he belongs to.
- The student should deliver it to the employee responsible of Military documents in Student Affairs Department, where it is attached to the Soldiers' form (No.2) previously submitted by the student, then both soldiers' forms will be added to the student official file present in the Student Affairs Department.
- The employee responsible of Military documents in Student Affairs Department will send those documents to the responsible authority to get the decision to postpone the recruitment.
- The renewal of temporary exemption certificates for students should be done before the end of their prescribed period.
- The student enrolled in the fourth level who reached the maximum age for recruitment (28 years) during the study has the right to extend the postponement of recruitment in the Faculty until the end of the academic year in which the student is enrolled.

8- Approval of the transportation subscription:

- The student brings the transportation subscription forms from the competent authority (Metro - Bus - Train) and submits to the Student Affairs Department attached to it 2 recent personal photos.
- The specialist employee reviews the student's data according to the recorded files and it will be signed by the director of the administration and the secretary of the Faculty then stamped (with the logo of the Republic) and handed over to the student on the same day of submitting the form.

9- Approval of the Form of National ID card:

- The student brings the form National ID from the civil registry office.

- The student pays the prescribed fees through Fawry service and the payment receipt is provided to the employee in charge of the level.

- The specialist employee reviews the data and approves the form and signs it from the director of the administration and the secretary of the Faculty then stamped (with the logo of the Republic) and handed over to the student on the same day of submitting the form.

10 - Issuance of the registration certificate:

- The student submits a request to the employee in charge of the level, indicating the authority to which the statement is submitted.

- The student pays the prescribed fees through Fawry service.

- The specialist employee reviews the data and approves the form and signs it from the director of the administration and the secretary of the Faculty then stamped (with the logo of the Republic) and handed over to the student on the same day of submitting the form.

11- Issuing a registration certificate for traveling abroad:

- The student pays the registration certificate fees through the Fawry service, and the official employee concerning the level reviews the student's data according to the recorded files.

- The employee mentions in the registration certificate the student military position and attaches to it a list indicating the student's name.

- All the papers will be approved by the director of administration and the Faculty's vice-dean for education and student affairs and stamped (with the logo of the Republic).

- The student submits 3 recent personal photos to certify the certificate from the University and also certify it from the Foreign Ministry.

12- Conditions for photocopying any document from the student official file:

- The student applies a request to Student Affairs to express his desire to have any document(s) photocopied from its file (birth certificate - graduation certificate).

- The student pays the prescribed fees through Fawry service.

- The official employee of the level copies the document and approves it as a true copy, and it is signed by the Director of Student Affairs and the Secretary of the Faculty. It is stamped (with the logo of the Republic) and delivered to the student immediately. (There is none).

13- Practical steps for registering the students:

- The student chooses and selects the academic courses he wants to study, which are indicated in the study schedules, with the help of the academic advisors (or members of wafedeen committee for foreigners).

- After the student chooses the academic courses he wants, the student will enter the Faculty's electronic registration website <http://sareg.sci.cu.edu.eg/>.
- When the student found the announcement on the wall of the site (<http://sareg.sci.cu.edu.eg/>), He/her should enter to his/her account log in (student code, pass code, secret code) to access his/her page.
- Note that to register first-level courses only, taking into account the instructions for electronic registration before registration. Other levels should take in considerations the GPA and the specific hours of registrations which are related to the GPA (no additional hours will be available).
- The student should prints the form and makes a photocopy of it, and then the academic advisor signs it. The student should give it with the registration form (courses table) to the Student Affairs Administration and keeping a copy of the registration form signed by the responsible employee.

14- Drop rules:

- When the student found the announcement on the wall of the site (<http://sareg.sci.cu.edu.eg/>), at the start of the week(s) of the deletion and addition (in the fourth week from the start of the study).
- The student can drops the courses he wishes to drop on the website and he signs it from his academic advisor and then delivers it to the Student Affairs while keeping a copy of it with him/her.
- A student may withdraw (drop) from studying any course until the end of the sixth week of the start of registration for the semester, with the approval of the academic advisor. After that he/her could not withdraw the course(s).

15- Steps to join the study programs:

- The student chooses the academic program in which he / she wants to enroll, after fulfilling the other five wishes after passing (32) study units or more, by entering the Faculty's electronic registration website <http://mis.agr.cu.edu.eg/UMIS-Su/registration>
- The student must pass three compulsory courses that qualify for admission to the program he/her wishes to enroll in.
- Students are ranked according to the cumulative total of passing scores in the courses eligible for admission according to each academic program.
- The number of students required for each program that can be accommodated is accepted according to what is decided by the Faculty Board.

- In the event that the students exceed the specified number required due to the presence of students with equal cumulative total score, the comparison will be made on the basis of the student's general cumulative total and then the number of units he passed.

- In case that the student's initial desire is not fulfilled, his wishes will be considered according to the order of his wishes.

- The results of admission to study programs will be announced within a week of the start of receiving applications.

16- Transfer between programs:

- The student submits a transfer request to the Vice-Dean for Education and Student Affairs after receiving the statement of his/her study status from Student Affairs Office and pays the prescribed fees through Fawry service.

- Student Affairs's employee verifies that the student fulfills the conditions for transferring to the desired program. If the student has passed courses from the previous program in which he joined, they will be dropped according to each case, so, the student should signed an understanding and agreement paper for that.

17- Procedures to stop the registration:

- The student submits an application to the Vice-Dean for Education and Student Affairs enclosing (stopping) his/her academic status from Student Affairs Office.

- This enclosing applications should be supported with documents clarifying its case and the student pays the prescribed fees through Fawry service.

- When the Vice-Dean for Education and Student Affairs approves the request to suspend enrollment, the application will be transferred to the Faculty Board for approval and finally the student is notified of the decision.

18- Steps for adopting a sick excuse:

- The student submits a sickness certificate obtained from the doctor.

- The Student Affairs employee writes a transfer letter for the student to the Medical Administration.

- The student goes to the medical administration for medical examination.

- The medical administration notifies the Faculty whether or not the sick excuse has been accepted, and the student will be notified of the decision.

19- The nomination form for the Student Union of the Faculty:

The student brings the form from the Student Welfare Office and submits it to the level employee for review, stamping and delivery to the student.

20- Conditions and steps for joining the eminent students' club:

- All Faculty students who score a grade of 90% or more in high school can register in the program.

- Then selection happens and only the top ten students from the first level are enrolled in the program.

*** Conditions for joining the club for students of the following levels (second - third - fourth):**

- The student's grade should not be less than Excellent during the previous academic year.
- The number of units in which the student was registered should not be less than (34) study units in the previous academic year.
- The names of the nominated students who are members of the club are announced at the beginning of the academic year.
- The student submits a recent personal photo to the Student Affairs Office to withdraw the Club ID.
- Eminent students are honored in a special ceremony, and the club ID and certificates of appreciation are given to them.

21- Conditions for obtaining the Excellence Reward:

- If the student is one of the first thirty in high school, he will be given EGP 120 per year.

- If the student scored 80% or more in the high school exam, 84 pounds will be rewarded to him per year.

- The reward (referred to in the two previous paragraphs) shall continue to be paid to students who obtained it if the student receives at least a general grade 'very good'.

- The student who obtained a general grade 'excellent' in the courses of the level at which he is registered is granted by reward of (120) Egyptian pounds

A student who obtained a general grade 'very good' is granted by reward of (60) Egyptian pounds (under the same conditions as in the previous paragraph).

- These rewards are paid in one time at the end of the academic year in the year following the student's obtainment of the general grade 'very good/ excellent', as long as that the number of units for the courses registered in the academic year is not less than 34 units and that the student does not fail in any of the courses during the academic year.

22- Conditions for reducing expenses for eminent students in English language programs:

- Eminent students in these programs (those with an excellent / very good general grades) are exempt from educational services in the academic year following the student's achievement of the grade, as long as that the number of units registered by the student is not less than (34) units of study in the academic year.

- A student who scored a general grade 'excellent' in previous level courses get an exemption of 50%.

- A student who scored a general grade 'very good' in previous level courses get an exemption of 25%.

23- Military Education:

- The dates for the Military Education courses are announced by the Student Affairs Office.

- The student registers his name at the Military Education Office at Cairo University, located in the University Hostel and should submit to them: Faculty ID card - National ID card - 2 recent personal photos.

- After the student has completed the Military Education course, He should go to Student Affairs Office to find out the result.

- Students enrolled in the first level are obligated to perform a military education course in their first year of their enrollment in the Faculty, except for those with sick conditions after getting an approval from the medical administration.

An important note: The student does not graduate until he successfully passing the military education.

24- Re-score the grades:

- The student submits a request to re-monitor (re-score) his/her grades to Student Affairs Office and pay the prescribed fees through Fawry service for each course.

- The student completes the form designated for this.

- All requests are collected and sent to the concerned Control Units a week after announcing the results.

- The results of re-monitoring shall be announced within 15 days of submitting the application, and the student shall sign it.

- The student submits a request to view the answer sheet after paying the fees.

25- Graduation Project:

- The student registers the graduation project, starting from the second semester of the third level.
- The student is registered for the graduation project in the registration form on the website in the same semester in which the project will be discussed.
- The department sends the degree of the project to the program coordinator, who sends it to the Faculty administration for approval and announcement to the student.

26- Field Training period:

- The student registers the training in the last semester of graduation on the website of the electronic registration, provided that he passes 132 study units.
- The student performs the field training in a full semester.

Postponement of training:

- The student submits an application to the Vice-Dean for Education and Student Affairs explaining the reasons for his apology for performing the training, supported by the documents.
- The application will be presented to the Faculty Board for approval, and the student is notified of the decision.

27- Request to enter the fourth level exams:

- Fourth-level students write Form 104 (Application for Entry to Bachelor's Examinations) and pay the prescribed fees through Fawry service.
- The student writes the form accurately in both Arabic and English and according to the data of his/her birth certificate.
- The data is reviewed to the student's file at the Faculty to match the data.
- If there is any difference, the data will be referred back to the student to correct the mistake.

28- Required papers from Wafedeen (International/Foreigner) students:

- Bring a letter confirming his nomination to the Faculty by the General Administration for Expatriates at the Ministry of Higher Education.
- Original academic qualification and birth certificate translated and notarized by the embassy of each student and by the Egyptian Foreign Ministry.
- AIDS test analysis, provided from hospitals affiliated with the Ministry of Health.
- A copy of the student's passport.

- The student shall pay prescribed fees (expenses) for international students through Fawry service or provide the scholarship or exemption from prescribed fees approved by the General Administration for Expatriates at the Ministry of Higher Education.

29- Expenses (fees) needed from Wafedeen (International/Foreigner) students:

- Expenses for foreign students enrolled in the 2015/2016 academic year and before, the student should pay (3000 pounds sterling) for the first year (1500 pounds sterling enrollment fees + 1500 pounds sterling education fees) in addition to the Faculty fees.

- As for the expenses of the registered foreign students, starting from the academic year 2016/2017, the student shall pay (5500 US dollars) for the first year (1500 dollars enrollment fees + 4000 dollars education fees).

- In case that the student enrolls in one of the English language programs, the student pays the enrollment fee and the personal interview fee in the academic program (in accordance with the rules terms of enrollment in it), as well as the education fees prescribed for the study program in which he is enrolled, in addition to the fees for international students.

30- Wafedeen (International/Foreigner) Students Office:

Office has been established for international students (Undergrads - Postgraduates) as it is based on: 1) Providing assistance in solving all problems facing international students (wafedeen) in the Faculty. 2) To be the liaison between students and the Faculty administration in solving their problems.

31- Clearance procedures upon dismissal from the Faculty:

- The student submits a request to the Vice-Dean for Education and Student Affairs to withdraw his file after getting his/her academic status from the Student Affairs Office.

- The student makes a release from all Scientific Departments of the Faculty in which he/her studied in.

- It is ensured that the student has paid all the prescribed education fees for all academic years.

- The student is given payment receipt for all the unpaid education fees to be paid through Fawry service.

- The level employee records the receipts in the student's registration file and delivers the file to the student and get his/her signature on a deliver receipt that the student take all his file papers from the Faculty while keeping a copy of the file in the Student Affairs Office.

32- Clearance procedures to receive graduation certificates for the first time:

- The student should bring a release form from the Central Library at Cairo University and from all academic levels for Student Affairs.

- Paying all the prescribed fees for each academic year that the student has not paid, and delivering all those receipts for Student Affairs Office.

- The fourth level employee give the student the release form indicating on it the receipt number of the original certificate fee payment, as well as the date of performing the Military education with its official's signature and stamp.

- Student should also bring a release form from the Student Welfare Office with its official's signature and stamp.

33- The library:

The library provides services to students through the presence of the following halls:

- A hall for using the Internet.
- Hall for Theses.
- Hall for foreign books and local books.
- Hall of the local and international periodicals (journals/articles).
- A large hall for holding celebrations and conferences in the Faculty and discussing the theses.
- Cafeteria.

34- E-learning Unit Service:

It is the creation of an electronic environment for the transition from traditional learning methods to learning Blended, as one of the methods of addressing the individual needs of Faculty students and then improving academic performance with it and the unit services are:

- Electronically produced courses on the unit's website in the Arabic and English language programs.
- Examinations portal and samples of answers to some exams.
- Workshops for students to learn about the site and its services.
- Workshops for Faculty staffs to learn how to produce electronic courses.

35- Computer Unit:

It provides distinct services in the field of information technology (IT) through the continuous updating of computers, programs and training courses, and making them available to all, and these services are:

- Provide the facilities for teaching computer courses to Faculty students.

- Providing an internet connection service for Faculty staffs, their assistants and students.

- Holding general and specialized training courses for computer applications.
- Coordination work for high school.
- Online registration for Faculty students.
- Electronic evaluation of Faculty students.
- Holding ICDL courses.

36- Training and Rehabilitation Unit:

It works to 1) develop the practical, scientific and autonomous capabilities of students, graduates and beneficiaries of the Faculty, 2) support them through training and human development and 3) open new channels with labor markets and institutions to create suitable job opportunities for all graduates and its objectives are:

- Developing the capabilities and skills of all groups of the Faculty community.
- Building the student's personality and activating his role in society.
- Design, implementation and follow-up of all training activities in the Faculty.

37- Student complaints mechanism:

- The complaint is submitted including the name of the complainant in detail, his national ID number and the means of contacting him according to the form approved by the complaints office.

- Determines the subject of the complaint and the complainant's requests.
- The complaints office receives the complaint through one of the following means:
 - Attendance of the complainant in person to the office.
 - His official University email to the Postal Code 12613
 - Complaint boxes in the places advertised in the Faculty.

38 - Ambulance services:

Ambulances have been provided at the University and we provide you with mobile phone numbers for paramedics:

01018734756 - 01113929704 - 01003619655 - 01153161677 - 01068433231