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***ACADEMIC REGULATIONS 2017/2018***

**UNIVERSITY OF SCIENCE AND TECHNOLOGY  
ZEWAIL CITY OF SCIENCE AND TECHNOLOGY**

**OCTOBER 2017**

## 1. MISSION OF THE UNIVERSITY OF SCIENCE AND TECHNOLOGY

The mission of the University of Science and Technology (UST) is to serve the people of Egypt through pre-eminence in creating, communicating, and applying knowledge, through science, research, technology, and academic values. UST strives to develop leaders and citizens who challenge the present and enrich the future.

UST prepares students to embark on 21st century knowledge society guided by our policy: "Admission to the university is only based on merit".

The University is defined by a culture of interdisciplinary teaching and research, coupled with academic rigor. By transcending disciplinary boundaries, we encourage our students, faculty, and staff to tackle complex and vexing challenges facing modern societies at local, national, and global levels.

Our programs are responsive to the changing needs of society and relevant to the goals of our students and the needs of the community. Our academic environment is rich in opportunities for independence and collaboration and reflective of the traditions of excellence, innovation, and leadership that the University aims to establish.

### **This mission is achieved by:**

- Building a strong foundation in Sciences and Engineering.
- Providing the knowledge and skills essential for career and personal success.
- Integrating teaching, research, and service in ways that enhance the learning experience.
- Supporting a dynamic environment where innovation, openness, and creativity are fostered.
- Using advanced technologies to meet the changing educational needs and to establish links with the global community.
- Establishing partnerships with business, industry, educational institutions, and government agencies.

## 2. STUDYING AT THE UNIVERSITY OF SCIENCE & TECHNOLOGY

The University of Science and Technology (UST) is an integral part of Zewail City of Science and Technology (ZCST). It is the hub connecting academic excellence in cutting-edge research at the research centres and the industry through the technology transfer pyramid.

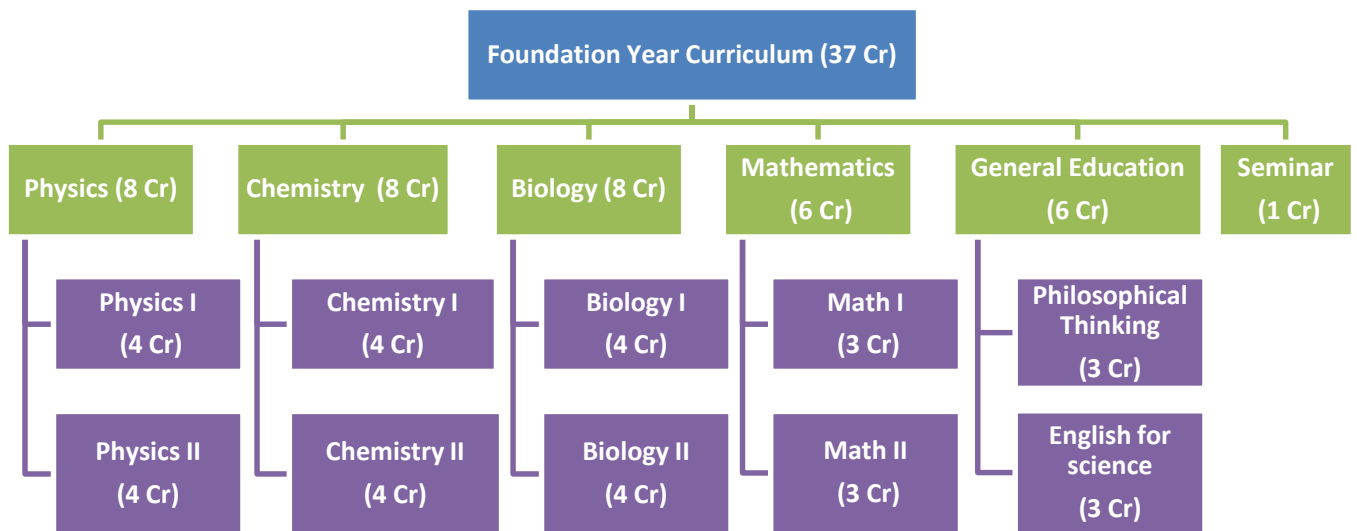
To accomplish its mission, the University of Science and Technology invests in our younger generations through providing the optimal environment for learning and development.

The degree concentrations and study curricula at UST are carefully designed to prepare our graduates to tackle the demanding challenges in our region, ranging from endemic diseases and the need for improved health care systems, environmental management, and water treatment to the need for renewable energy. UST graduates are expected to acquire a deep understanding of basic sciences as well as hands-on experience with cutting-edge technologies. The concentrations offered at UST expose the students to research facilities and laboratories enabling them to conduct both basic scientific research and industry-linked research projects. The interdisciplinary nature of UST programs provides ample opportunities for sharing knowledge and creative thinking among its students. This is essential to enable its graduates to develop novel, non-conventional solutions for problems that have significant social, economic, and environmental impacts.

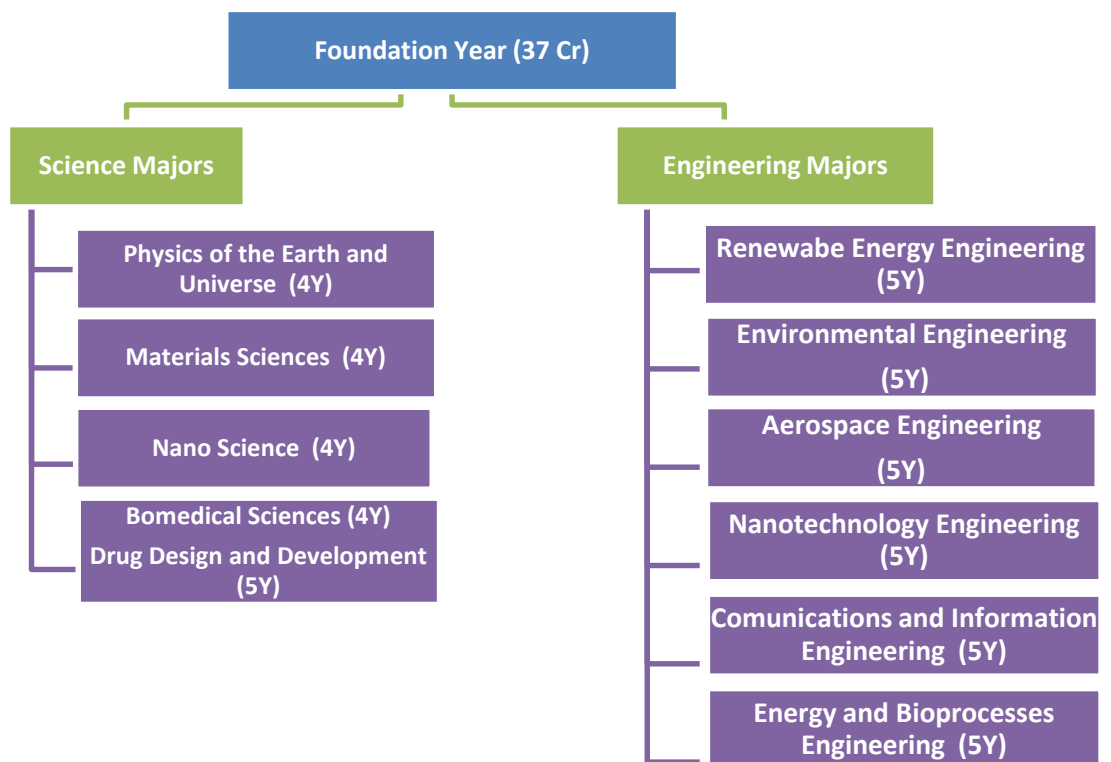
UST graduates can opt to extend their academic careers and become actively involved in research and teaching, use the skills learnt at UST in business and industry in both technical and non-technical jobs, or combine their technical skills with an entrepreneurial role in starting new businesses.

### CURRICULUM STRUCTURE

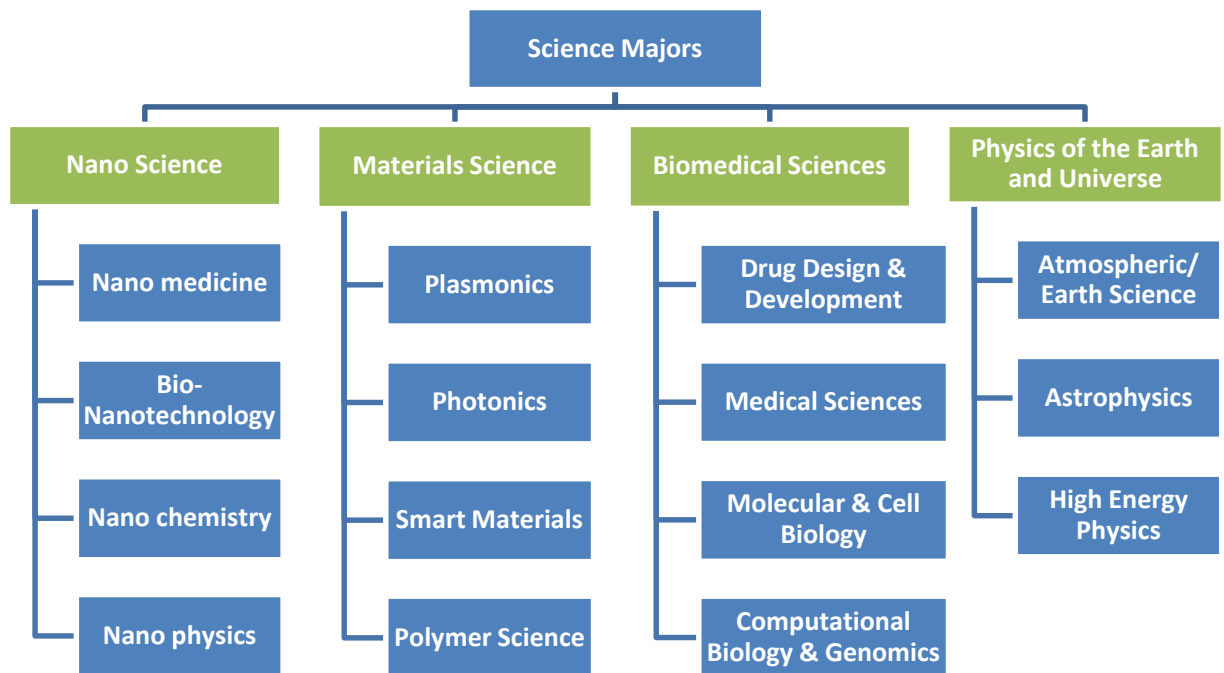
- The curriculum at the University of Science and Technology is structured in a manner that assists its students in building a solid foundation in Science, Technology, Engineering, and Mathematics (STEM) as on (Figure 1).
- The core STEM courses are distributed over the first two years of study as follow:
  - a- At the first year, students will study two courses in each of the following subjects: Math, Physics, Chemistry, and Biology. In addition to; six credit hours of Humanities and Social Sciences as well as a one credit hour seminar. The seminar briefly introduces the different majors at UST to help students determine the major that suits their interests.
  - b- In the second year, students have the option of selecting one of the four science or six engineering majors (Figure 2). In each major, there is a further set of foundation courses tailored to the Concentrations' requirements. In addition, students in each major will study at least one concentration introductory course.
- Starting from the second or the third year, students will start taking courses explicitly for their respective concentrations.
- To graduate as an engineer, students must fulfil their degree requirements, including registering for at least 174 credit hours distributed throughout five years (including the foundation year) (Figure 2). Refer to the study plan for further details.
- Science majors' students must fulfil their degree requirements, including registering for at least 130 credit hours distributed throughout four years (including the foundation year) (Figure 3). Refer to the study plan for further details.



**Figure 1** Foundation Year Curriculum at UST



**Figure 2** Science & Engineering Majors offered at UST



**Figure 3** Science Majors/ Concentrations offered at UST

- All the University of Science and Technology students are required to study 15-20 credit hours of General Education courses distributed throughout their curriculum.
- The General Education courses offered include, but not limited to, Regional History, Arabic Language, Technical English, Comparative literature, Professional Skills, and Philosophical Thinking.
- In addition, all the University of Science and Technology students are encouraged to take a three credit hour course in intellectual property, technology transfer, and commercialization.
- The primary goal of the University of Science and Technology is to have a new generation capable of working and competing within global standards and at the same time mastering their mother tongue language. Therefore, Arabic is one of the important components of the curriculum.
- One of the main objectives of the University of Science and Technology is to bridge the gap between academia and the industry by creating new products that will have a significant impact on progress of Egypt. This entails an education that fosters creative and critical thinking. Its graduates will learn the process of transferring ideas from basic research to a marketable product, how to handle intellectual Property, how to make a successful business plan. A series of courses in the curriculum fulfils this objective.
- Graduates of UST should be recognized for their ability to read critically and to write clearly. This capability is essential for appreciating the working of the human imagination, to discover and assess the values of the student's own culture and to explore alternative ways of looking at the world. This goal is realized by offering a course in literature.
- As English is the most popular language for science and engineering, it is essential that admitted students at UST have a sufficient level of English proficiency. This will enable them to cope with international developments in various fields of science and

technology. Accordingly, all admitted students must sit for an exam to determine their level of English proficiency.

### 3. APPLICATION PROCEDURES AND EVALUATION

#### 3.1. BASIC REQUIREMENTS TO APPLY

- The University of Science and Technology (UST) accepts applicants from the Egyptian Secondary School General Certificate (Thanaweya Amma) or approved equivalent certificates.
- Foreign certificates holders should have completed at least 12 years of schooling or completed 3 years of secondary school after the Egyptian Preparatory School Certificate (Idadiya) or completed 6 years of secondary school and preparatory school after the Egyptian Primary School Certificate as per the rules and regulations of the Egyptian Ministry of Higher Education.
- The minimum required score for applying will be updated every year.

##### ➤ Criteria for High School Certificates

- Thanaweya Amma Certificate: (Scientific or Math section) with an overall score of at least 96%.
- Thanaweya Azharia Certificate: Achieving an overall score equivalent to 96% in Egyptian Thanaweya Amma. All religion subjects, etc... Are not calculated.
- STEM School: (Scientific or Math section) with an overall score of at least 80%.
- Thanaweya Amma/Tawgihi Certificate from Arab Countries (Science section) with an overall score of at least 96% (as per the regulations and score calculation rules of the Ministry of Higher Education in Egypt).
- British Schools: GCE/GCSE/IGCSE students have to achieve an overall score of 95% and to successfully complete 12 years of schooling, complete 8 different IGCSE / GCSE O Level subjects or ASL or AL in addition to a minimum 1 AL subject or 2 ASL subjects. IGCSE OL subjects obtained should be from the extended system not from the core system. The accepted number of sitting is 5 (taken during not more than 3 successive years). The University of Science and Technology accepts a minimum grade of "C" at the Ordinary or Advanced Supplementary Level (Math, Chemistry, Physics or Biology), and a minimum grade of 'D' at the Advanced Level (Math, Chemistry, Physics or Biology). Subjects repeated are not double counted, only the best subjects are considered. Students who receive an IGCSE certificate must submit a proof of 12 years schooling. Students must pass the Arabic and religion exams of Thanaweya Amma before or after the final acceptance in the university.
- American high school diploma: Achieving an overall score equivalent to 98% in Egyptian Thanaweya Amma. Students must have successfully completed eight different subjects including the qualifying subjects (Sciences & Mathematics). Subjects less than one credit are not accepted and subjects as PE, music, religion, etc. are not counted. Accepted students must have been studying at least the last 3 years (grade 10, 11 and 12) in the American system. The 8 different subjects can be calculated from Grade 11 (maximum 3 subjects) and 12 (minimum 5 subjects). The minimum scores are a combined total score of 1440/2400 in SAT I and a total score of 1100/1600 is required, with a minimum score of 500 scores for each subject (qualifying subject). Students who receive an American high school diploma must submit a proof of 12 years of schooling.

Students must pass the Arabic and religion exams of Thanaweya Amma before or after the final acceptance in the university.

- Canadian diploma from schools in Egypt: Achieving an overall score equivalent to 96% in Egyptian Thanaweya Amma. Having successfully completed 8 different subjects (including the qualifying subjects). Accepted students should have spent the last 3 years of study in the Canadian System (Grades 10, 11 and 12). Subjects less than one credit are not accepted. Subjects can be calculated from Grade 11 (maximum 3 subjects) and from Grade 12 (Minimum 5 subjects). Subjects as PE, music, religion, etc. are not counted. SATI minimum score is 1440/2400 and SATII (in qualifying subjects) minimum score is 1100/1600. Students who receive the Canadian diploma must submit a proof of 12 years of schooling. Students must pass the Arabic and religion exams of Thanaweya Amma before or after the final acceptance in the university.
- Canadian diploma from international schools in Canada except Quebec province: Achieving an overall score equivalent to 96% in Egyptian Thanaweya Amma. Having successfully completed 8 different subjects (including the qualifying subjects) Accepted students should have spent the last 3 years of study in the Canadian System (Grades 10, 11 and 12). Any Subject with less than one credit are not accepted. Subjects can be calculated from Grade 11 (maximum 3 subjects) and from Grade 12 (Minimum 5 subjects). Subjects as PE, music, religion, etc. are not counted. Advanced level studies in Grade 12 is required either in Biology or Math by studying it in Grade 11 as well.
- French Baccalaureate: Achieving an overall score equivalent to 90% in Egyptian Thanaweya Amma. The number of subjects to be calculated is 7 (including the qualifying subjects) as per the rules and regulations of the Ministry of Higher Education. A minimum score of 10/20 is required as a passing grade. 5 points will be added to each course in the evaluation as a bonus and final percentage will be calculated according to the student's score in each course and the corresponding coefficient.
- German Abitur: Achieving an overall score equivalent to 96% in Egyptian Thanaweya Amma. Having acquired the qualifying subjects in Grade 11 and 12. The number of subjects to be calculated is 7 (including the qualifying subjects). Students must pass the Arabic and religion exams of Thanaweya Amma before or after the final acceptance in the university.
- International Baccalaureate: Achieving an overall score equivalent to 96% in Egyptian Thanaweya Amma. Passing 6 subjects with a minimum of 3 taken subjects in the high level (including the qualifying subjects). A minimum score of 24/45 is required as a passing score. Passing the English language is a must for acceptance. Theory of Knowledge, Extended Essay and Creativity are required. Students must obtain the final graduation IB diploma to be considered for admission. Students must pass the Arabic and religion exams of Thanaweya Amma before or after the final acceptance in the university.
- Other certificates' requirements follow the regulations and score calculation rules of the Ministry of Higher Education in Egypt.

➤ **Transfer Criteria:**

• **Overview:**

Undergraduates who have completed (or plan to complete) course work at a non-UST, nationally or internationally accredited college or university should request an

evaluation for transfer credit. External coursework might be considered for transfer credit if all criteria for assessment are met.

Transfer work can be used to satisfy a department major requirement. The transfer work must first be officially accepted into the university through the Registrar Office. After the transfer credit has been approved and posted by the Registrar Office, the programs determine if the approved transfer work can be used to satisfy a program major requirement based on a comparison between the complete course syllabus to be transferred and ZC course syllabus. Students should contact their program directors directly for additional details regarding program transfer credit policies.

To be considered for transfer, an applicant must be in a good academic standing at the previously enrolled institution. The applicant must have a minimum GPA 3.00 or an accumulative general grade V. Good to be considered for application.

- **Deadline:**

All requests for transfer credit and official transcripts should be submitted no later than six weeks before the start of the semester to be enrolled in.

- **Transfer Credit Policy: for UST Students Looking Forward to Studying Abroad**

- a. UST Students looking forward to studying at an international institution should submit a pre-approval form signed from the program coordinator and the dean of academic affairs. All of below information must be submitted along with the pre-approval form:
  - b. The Institution's accreditation (must be officially recognized by SCU or ABET accredited for Engineering Majors/ accredited international institute for Science Majors)
  - c. The Institution's grading scale or system.
  - d. The Institution's credit system (quarter, ECTS, semester)
  - e. The minimum number of credits required to complete the undergraduate Bachelor's program at the Institution (this must be from an official source, such as a course catalog)
  - f. The level of coursework (transfer credit can only be awarded for college-level work)
  - g. Course codes or numbers
  - h. Course titles and descriptions
  - i. Course Syllabus
- For work done elsewhere, No more than **28** hours of semester credit for science programs and **36** hours of semester credit for engineering programs may be counted toward a bachelor's degree at UST.
  - After completion of course work at an international institution, student's transcripts must be sent directly to UST. UST cannot accept transcripts directly from the student. The transcript should clearly indicates all of the following information for each course:
    - a. Course codes or numbers
    - b. Course titles and descriptions
    - c. Final grades earned



- d. Course credits earned
- e. Course Syllabus
- f. Program Director and Dean of Academic Affairs have to ratify Course transcript.
- g. The final grade posted for each potential transfer course is the ratified course grade.
- h. All documentation must be in the English language (or all documentation must have a certified English translation).

• **Transfer Student Policy: for Non-UST Students Seeking Enrollment in UST**

- To be considered as transfer student, an applicant must be in a good academic standing at the previously enrolled institution. The applicant must have a minimum GPA 3.00 or an accumulative general grade Very Good to be considered for application.
- The certificate for secondary school completion will be considered as a main factor in the admission's process and the applicant must meet the minimum high school requirement for the application.
- The student should pass UST admission exam, English exam and the interview.
- The course work is completed at a nationally accredited institution in Egypt or at an officially recognized institution in a foreign country (recognized by SCU or ABET accredited for Engineering Majors/ accredited international institutes for Science Majors).
- The course work is substantially similar to UST courses and no more than five years should pass upon the course delivery.
- The final grade posted for each potential transfer course is a 'B' grade (or better).
- Partial transfer isn't accepted, the course work does not duplicate, overlap, or regress previous work.
- The university or college offering the courses allows these courses to be used for credit towards its own undergraduate degree.
- For work done elsewhere, No more than **28** hours of semester credit for science programs and **36** hours of semester credit for engineering programs may be counted toward a bachelor's degree at UST.
- Transcripts from nationally or internationally accredited institution must be sent directly to UST. UST cannot accept transcripts directly from the student. The transcript should clearly indicates all of the following information for each course:
  - a. Course codes or numbers
  - b. Course titles and descriptions
  - c. Final grades earned
  - d. Course credits earned
  - e. Course Syllabus
- After the program director evaluation, a credit transfer committee within the program should be held to evaluate the transferred course. Recommendations of the committee to be reported to the dean of academic affairs.
- A university committee chaired by dean of academic affairs should finally approve the recommended transferred courses.

### 3.2. INITIAL EVALUATION

- Interested Candidates should complete UST online initial evaluation form to ensure they meet the basic requirements set forth by the University Admission Office.
- This process requires information about the type of high school degree, scores in specific subjects, the overall grade/score at graduation, graduation year, major, and related information.

### 3.3. ONLINE APPLICATION

- Based on the results of the initial evaluation, eligible applicants are directed to proceed with filling the online application form.
- Applicants must upload the following documents as attachments to their application:
  - a- High School Transcripts or Statements of Results.
  - b- Birth Certificate or National ID or a Passport Copy.
  - c- Proof of English proficiency if available (Test scores of IELTS or TOEFL)
  - d- Passport-size photo with a white background
- After submission of the application, the applicant will receive an e-mail from admission@zewailcity.edu.eg confirming the successful submission and assigning an applicant ID number.
- All applications will be processed and only short listed candidates will be selected to sit for the admissions exam based on achieving the minimum requirement of the application.
- After checking all documents, short listed candidates will receive a notification email with the admission exam date.
- A sample of the admission exam is available on [http://www.zewailcity.edu.eg/main/content.php?lang=en&alias=admission\\_examnation](http://www.zewailcity.edu.eg/main/content.php?lang=en&alias=admission_examnation).
- Only short listed candidates will be selected to take the English Proficiency Test.
- Only short listed candidates will be selected to be interviewed.
- IGCSE Students must email the additional grades of their AL or ASL subjects, once their results are released in August for re-evaluation using their application ID number.
- The applicant should keep a copy of the Admission Exam and the English exam e-mail Letters to be present at UST Gate along with their National ID Card or Passport
- Incomplete applications and online applications submitted beyond the deadline will not be considered.

### 3.4. THE ADMISSION EXAMINATION

- Applicants who achieve the minimum requirement of the application will take the University's admission exams in mathematics, physics, chemistry, biology & logical reasoning. Only the top performing students will be selected for the final admittance to the University's study programs.

- The UST Academic Admission Examination is designed to test the students' knowledge of the material, their ability to identify underlying relationships necessary to achieve the correct answer, and to demonstrate critical thinking. The students' success in the UST admission exams ensures their readiness to proceed with the UST educational system.
- The UST Academic Admission Examination is valid for two years, therefore, it is considered optional for applicants who passed it to reapply within two years without retaking the examination.

### 3.5. STRUCTURE OF THE ADMISSION EXAMS

#### ➤ Academic Admission Exam

- The STEM exam is a computer based exam administered in both English and Arabic languages.
- The duration of the Exam is two and half hours.
- The Examinees choose between 2 types of the exam based on their high school concentration (Math or Science).
- Each exam consists of 5 sections. Each section consists of multiple choice questions (MCQ) of the objective type.
- The recommended time to spend on each section is 30 minutes.
- Each section consists of STEM related questions (Science, Technology, Engineering & Mathematics), which may be in the form of a question, or an incomplete statement and multiple answers labelled A, B, C, D.
- Examinee must choose the correct or most appropriate answer by checking on the circle or the check box next to the answer.
- Examinees can navigate freely through the questions and sections.

Math exam type	Science exam type
Math I	Math I
Chemistry	Chemistry
Math II	Biology
Physics	Physics
Logical Reasoning	Logical Reasoning

- Every correct answer for the admission exam is awarded one mark whereas wrong answer or unanswered questions receives a zero mark.
- Documentation requirements to sit the exam:
  - a. Government-issued ID (only national ID cards or Egyptian/ foreign passports are accepted).
  - b. Printout of the exam admission email sent by admission office with the candidate ID number.

➤ **English Proficiency Test**

- Since English is the language of study at UST, all applicants are required either to submit TOEFL, or IELTS test scores fulfilling the university's English proficiency requirement, or passing Zewail City English Proficiency Test (EPT).
- Minimum English proficiency requirement:

Test Type	Band Score	Writing
TOEFL	39 - 59	21
IELTS	5.5	6

- The EPT is a computer based exam.
- The duration of the Exam is two and half hours.
- **The exam consists of four sections:**
  - a. **Listening :**
    - 1- The Listening section should not exceed thirty minutes.
    - 2- It consists of three tracks:
      - One easy track with 10 MCQ
      - One intermediate track with 10 MCQ
      - One difficult track with 10 MCQ
    - 3- Examinees are allowed to listen once to each track and answer its questions.
  - b. **Reading:**
    - 1- The Reading section should not exceed sixty minutes.
    - 2- It consists of three passages:
      - One easy passage with 10 MCQ
      - One intermediate passage with 10 MCQ
      - One difficult passage with 10 MCQ
  - c. **Writing:**
    - 1- The Writing section should not exceed Fifty minutes.
    - 2- It consists of one essay topic.

3- Examinees are expected to write a well-developed essay (with an introduction, 2 body paragraphs, and a conclusion) in 250 words.

**d. Speaking:**

- 1- The Speaking section should not take more than ten minutes.
- 2- It consists of one question.
- 3- Examinees are expected to read the question and take a few minutes to prepare their answer. Then click on the Record button and start answering.
- 4- Once Recording starts, examinees will have 3 minutes to finish their answer.
- 5- Examinees cannot stop the recording or restart it.
- 6- The answer should be at least 2 minutes long.

➤ **Psychometric Analysis and Personal Interview**

- The top performing applicants will be invited for a psychometric Analysis and a personal interview to measure:
  - a- Motivation to attend the University of Science and Technology at Zewail City.
  - b- Problem solving skills
  - c- Emotional stability.
  - d- Communication skills and self-confidence.

### 3.6. OFFICIAL DOCUMENTS TO BE SUBMITTED WHEN ACCEPTED AT UST

- Original birth certificate.
- Four recent passport-sized photos with white background.
- 2 copies of national ID for Egyptian students.
- Military form (2أ ) for all male students and ( 6 ) for students with birth dates before 1998 (Egyptian males only).
- Copy of passport for non-Egyptians.
- Medical certificate and HIV certificate for foreigners.
- High school certificate.
- High school certificate holders from outside Egypt must provide a copy of their residence proof. The proof must be authenticated by the Egyptian Cultural Counsellor or the Egyptian Embassy. An alternative would be presenting a passport indicating the entry and exit dates during the study period, or presenting an entry/exit travel record.
- Original document of Arabic Language and Religion exams Thanaweya Amma level for foreign certificates' holders, if available.

➤ **High school certificate document requirements:**

• **Egyptian secondary school ( )**

a- Original Thanaweya Amma Certificate or certified original “ Á ”

• **American High School Diploma**

a- An official transcript with grades 10, 11, and 12, stamped from the international accreditation associations of the American High School Diploma as NAAS (Northwest Association of Accredited Schools) or CITA (Commission on International and Trans Regional Accreditation) or Middle States Association of Colleges and Schools or Muriel S Snowden International - School, the school, and certified by the cultural attaché of Egypt in Washington and the General Department of Examinations in Egypt.

b- If Grades 10, 11 and 12 are from different schools, separate transcripts are required for each Grade.

c- Official SAT-I and SAT-II stamped from the AMIDEAST and the Egyptian Ministry of Foreign Affairs in addition to sending a copy from College Board to the institutional code number 7209.

d- HSD holders from schools located outside Egypt or USA, their certificates have to be stamped from the ministry of foreign affairs in the relevant country, stamped from the Egyptian embassy there in addition to presenting the school's "Accreditation Letter" from AMIDEAST.

e- HSD holders from the USA must have their certificates from accredited schools and proof of 12 years of schooling; both are to be stamped from the cultural attaché of Egypt in Washington and the school.

f- Evidence of 12 years of schooling or original Egyptian preparatory school certificate ( ) or Egyptian Primary school certificate ( ).

g- If the proof of 12 years of schooling is obtained from outside Egypt required stamps are: the school stamp, the stamp of the Educational Zone and the Egyptian embassy in that foreign country.

h- Original results of Arabic/religion examinations Thanaweya Amma level.

• **IGCSE/GCSE**

a- Original statement of results or original certificates stamped by the British Council, the Egyptian Ministry of Foreign Affairs and (Ministry of Education).

b- IGCSE-Slips stamped by the British Council as copies of true documents will not be treated as originals and cannot be accepted.

c- Preparatory Certificate ( ) or Primary Certificate ( or proof of 12 years of schooling stamped by school and certified by the Educational Zone which the school belongs to.

- d- If the proof of 12 years of schooling is obtained from outside Egypt required stamps are: the school stamp, the stamp of the Educational Zone and the Egyptian embassy in that foreign country.
- e- Original results of Arabic/religion examinations Thanaweya Amma level.
- f- All documents issued from schools inside Egypt Must be stamped from Educational Zone -Ministry of Education.
- **International Baccaulaureate (IB)**
    - a- Final IB Transcript should be in English Language, endorsed by the authorities concerned in Switzerland – Genève, the Egyptian Embassy in Switzerland or the Egyptian Ministry of Foreign Affairs and (Ministry of Education).
    - b- Final IB Graduation Diploma should be in English Language, endorsed by the authorities concerned in Switzerland – Genève, the Egyptian Embassy in Switzerland or the Egyptian Ministry of Foreign Affairs and (Ministry of Education).
    - c- Preparatory Certificate ( ) or Primary Certificate ( or proof of 12 years of schooling stamped by school and certified by the Educational Zone which the school belongs to.
    - d- If the proof of 12 years of schooling is obtained from outside Egypt required stamps are: the school stamp, the stamp of the Educational Zone and the Egyptian Embassy in that foreign country.
    - e- Original results of Arabic/religion examinations Thanaweya Amma level.
    - f- All documents issued from schools inside Egypt Must be stamped from Educational Zone – Ministry of Education
  - **Secondary school certificates from other Arab countries**
    - a- Original Thanaweya Amma Certificate stamped by the Egyptian Embassy of the certificate's country of origin. (No certified copies will be accepted).
    - b- Students applying with a Saudi Arabian Thanaweya Amma must submit the original stamped certificates of Grade 11 and Grade 12.
    - c- Saudi Arabian Thanaweya Amma must be presented with .
    - d- Students obtaining their Thanaweya Amma from Yemen must submit proof of 12 years of schooling stamped by the school and certified by the Educational Zone the school belongs to.

## 4. STUDENT SCHOLARSHIP, FINANCIAL SUPPORT AND FINANCIAL CONTRIBUTION AT THE UNIVERSITY OF SCIENCE & TECHNOLOGY

### 4.1. SCHOLARSHIPS

- One of the University's major priorities is providing scholarships to its Egyptian students, in order to achieve Zewail City mission of bringing about effective participation in 21st century science, to elevate local technologies to an international level and to increase national productivity.
- Zewail City offers every year a number of full and partial scholarships based on merit and the university resources. Generally, full scholarships (Merit Scholarship) are reserved for Thanweya Amma top Egyptian students with special academic qualifications and are based on the student's achievement in the Admissions Exam.

### 4.2. COST FOR THE STUDY AT THE UNIVERSITY AND THE FINANCIAL CONTRIBUTION

- The student's cost of study per credit hour to be announced by the start of each academic year, and is subject to an annual increase.
- This cost includes access to original individual textbooks during the courses, access to buses' services supplied by Zewail City and mandatory laboratory supplies for experiments.
- Every student has to pay a Financial Contribution (FC) for his/her cost of study in the University depending on his / her Family Financial Status.
- The Financial Contribution (FC) may be paid through instalments as per each student's payment plan through cash deposits in any CIB branch or bank transfer with submitting the original of the payment receipt to the Office of Admissions and Registration each semester.

#### • TABLE OF REFUND POLICY IN CASE OF WITHDRAWAL FROM THE UNIVERSITY

Allowed Percentage of Tuition for Refund	Time of Withdrawal During First Month/ Semester
Full Refund	First week of classes
80% of Tuition	Second week of classes
60% of Tuition	Third week of classes
40% of Tuition	Fourth week of classes
0% of Tuition	After fourth week of classes

- Refund Percentage is deducted from the Full Tuition.
- Paid tuition and deferred tuition are considered.



### 4.3. FINANCIAL SUPPORT

- The University of Science and Technology provides several means of financial support for students.
- Students requesting financial support are required to apply for it.
- Financial support is given in the form of a fixed reduction from the cost of study, which varies from 10 % reduction to 100 % reduction depending on the student's family financial status.
- The awarded Scholarship/Financial Support covers one regular program as stated on the study plan, any additional Major/Minor/Concentration/courses will be charged as a Full Tuition and will not be covered by scholarship (This was agreed for the first implementation year 2013).

#### 4.3.1 Calculation of need based financial support

- Financial Support percentages will be determined according to student or family's financial status, within the University's budget limitations. Financial need is defined as the difference between the tuition fee costs of attending the UST programs and the amount a student or family can contribute towards these costs.

#### 4.3.2. How to apply?

- Students can apply by filling the financial Support application form obtained from the Admissions & Registration Office.
- Students are required to submit the application with the required supporting documents to the Office of Admission and Registration prior to the announced deadline by the Office of Admissions during the month of August each year.

#### 4.3.3. Eligibility for Financial Support

- For eligibility to apply for financial support, certain requirements must be met:
  - a- Enrolment or acceptance for enrolment.
  - b- Demonstration of financial need through submission of the financial support application and supporting documents.

#### 4.3.4. Verification and Review

- The Committee of Student Financial Affairs will process, review, and verify all applications received with supporting documents.

#### 4.3.5. Notification

- Students eligible for financial support will receive a confidential notification, showing the amount of financial support.
- The amount of financial Support granted to each student will be fixed throughout their course of study at the University of Science and Technology (4 years for science majors and 5 years for engineering majors), given that the student maintains eligibility for the financial support as stated below.

#### 4.3.6. Sustainability

- To maintain the financial support award without re-evaluation, undergraduate students must maintain a cumulative GPA of 2.0 or above and maintain a full-time status (12 credit hours per semester or above).
- An exception from the credit hours criteria (12 credit hours per semester) applies to graduating senior students during their final semester; where then the financial support award will be calculated in proportion with the number of registered credits remaining for graduation.

#### 4.3.7. Renewal

- Undergraduates who were granted financial support do not have to renew their financial support applications on a yearly basis as long as they meet the above-mentioned criteria.
- Undergraduates who fail to meet the above-mentioned criteria must submit a financial support regaining form. A renewal of their financial support will be subject to an evaluation of their academic performance.

#### 4.3.8. Reviewing Awards

- Students who received a financial support award and encountered changes in their financial situation and wish to review their award amount will need to fill a petition form from the Office of Admission and Registration and submit it with supporting documents proving the change in their financial situation.

## 5. ACADEMIC PERFORMANCE AND REGULATIONS

- The following general academic rules and regulations apply to undergraduate students of the University of Science and Technology to govern the relation between the University and the students. Therefore, all students are urged to read these regulations and are expected to comply with them.
- The University reserves the right to make any amendments to these regulations. Students should consult the Dean of Strategic Enrollment Management for further inquiries.
- Each major may have additional specific requirements over and above those regulations.

### 5.1. STUDENT RESPONSIBILITIES

- All undergraduate students are urged to read the Academic Policies and Regulations in this section carefully and must be familiar with them.
- These Policies and Regulations are established to control all procedures set by the University regarding the undergraduate programs. Policies and regulations will not be waived based on a student's awareness.
- Students are responsible for following all policies and procedures and meeting deadlines and requirements.
- The responsibility is not limited only to this section, but includes also all the major requirements of his/her field of study.

### 5.2. PRIVACY RIGHTS OF THE UNDERGRADUATE STUDENTS

- The University has adopted policies and procedures to protect the privacy rights of the students.
- The University is authorized to provide access to student records and files only to those employees who have justification for using the student records connected with his/her University responsibilities.
- A written consent of the student is received before any restricted data is released from the student's record to any party except those authorized by the University. Disclosure may also be made to other persons or organizations under certain conditions such as accreditation or University evaluation or other University responsibilities.
- Consent is not required where the disclosure is to University officials who have a legitimate educational interest.

## 5.3. ACADEMIC REQUIREMENTS

### 5.3.1. RESIDENCE

- Both engineering and science students must satisfactorily complete the minimum core courses of 37 credit hours in the first year.
- In addition, For the Bachelor's degree in engineering students must satisfactorily complete a minimum of 174 credit hours within five years of study, besides to the requirements of their major. For the Bachelor's Degree in science subjects students must satisfactorily complete a minimum of 130 credit hours within four years of study, beside to the requirements for their major.
- Students unable to carry a full course load may be permitted to take more time to complete their degree. However, the Academic President's approval is required for the extension of the study period.

### 5.3.2. MINIMUM SATISFACTORY REQUIREMENTS AT GRADUATION

- The minimum academic requirement in any semester is getting a grade point average of 2.00 or higher.
- A student who fails to meet the minimum requirements will be placed on probation. If the student's record is below 2.00 in two consecutive semesters, the student will be required to withdraw. To qualify for graduation, a student must achieve at least an overall GPA 2.00.
- The main components of the undergraduate program at the University are: the Core Curriculum, the major-specific courses, a series of humanities and social science courses, a course in intellectual property, technology transfer and commercialization, and electives.
- Senior Project for Graduation:
  - a- Students must undertake an independent Engineering/Science design or experimental project during the last two terms of their program. The purpose of the project is to demonstrate students' abilities to practise in the major Engineering/science capacity in their chosen area of expertise, using knowledge gained from their academic and employment experiences. Topics are selected by groups of students and approved by the faculty advisor. Topics must be related to applied industrial problems using an integrated engineering /science approach.

### 5.3.3. DEGREE

- A degree is conferred by the University after completing, satisfactorily, the required numbers of credit hours with at least the minimum grade point average required and stated in the sections "Minimum Satisfactory Requirements at Graduation" and "Residence".

#### 5.3.4. MAJOR

- A major represents the concentrated area of study a student has chosen to pursue for the bachelor's degree.
- Students will be exposed to research related to the different major subject areas offered at the University during the foundation (freshman) year.
- Every student must select a major during the first year of their enrolment at the University. Students must fulfil the requirements of the program offering the degree which will depend mainly on:
  - a- GPA (to be specified by each program).
  - b- Presentation, essay and personal interview.
  - c- Entry exam.

#### 5.3.5. DOUBLE MAJOR

- A Student who pursues a double major/concentration must consult the advisor before the written approval from the Dean of Strategic Enrollment Management. The regulations of double counted courses will be subject to the University approvals. Each student must have a faculty advisor for each major, and both advisors must approve the graduation plan for each major.

#### 5.3.6. DOUBLE CONCENTRATION

- Student may concentrate in one of the major concentration areas, to be included on his transcript. A Student who pursues double concentrations must select one to be included on his/her transcript, and the second concentration will be given in a form of Certificate.

#### 5.3.7. MINOR

- Students may elect one or more of the minors offered in the University. Electing a minor is an optional and its plan must be approved by the Program Advisor. A total of 5 courses are required in any minor.
- The minors must contain some upper-level course. Courses may include those taken as electives with maximum of 2 courses. The Program Advisor may add specific courses to be included.

### 5.4. UNDERGRADUATE ACADEMIC REGULATIONS

#### 5.4.1. REGISTRATION

- Students must register their courses during the registration period announced and stated in the University calendar for the academic year.
- Before registration, the student has to clear any holds related to the Financial, Advising, Medical or Admission in order to have access for on-line registration. A late fee will apply after the registration due date.

- The University reserves the right to require earlier completion of registration by pre-registration and prepayment of tuition and fees.
- Registered students must enrol in at least the minimum number of 12 credits required and approved by the University or their registration will be cancelled.

#### ➤ **Procedures & Instructions**

- Student Self Services will be available throughout the registration period mentioned in the University calendar.
- Advising for new students will take place in the Academic Program, and the letter of acceptance should be presented to the student's Academic Advisor.
- The "Planning Form" must be used during Advising.
- The student must fill out the information available on the top of the "Planning Form" correctly.
- The student must make an appointment with the Program Advisor during the period mentioned in the University calendar.
- The student must follow the instructions sent during the Advising/Registration period through the University emails as "Announcements"
- The student must make sure that he/she has avoided conflict between courses and sections selected with the Program Advisor.
- The student must make sure to get the approval for alternative course/sections in case a section is closed or no places are available.
- No overload is allowed in the first year "The Foundation Year" and the sophomore year. Overload is allowed only in the Junior and Senior years.
- The student must make sure to register for the lab as a course requirement, if a separated lab is associated with the course.
- The student must make sure that he/she has obtained the approval and the signature of the Program Advisor on the "Planning Form"
- The student must use his/her email "username" and ID# "Student Identification Number" as a Password to access the web page for "Student Self Services" to complete the registration action. Students are advised to change their Password once they entered for security access.
- A copy of the "Planning Form" must be submitted to the Office of "Admission & Registration" "for the students having conditions of probation or incomplete conditions".
- Provided the above conditions are met, the student should login to Web for Registration "Student Self Services"
- The student will have the options of (Find Courses – Register – View Schedule)
- Through "Search" Form, the student can find "Course Catalogue", "Section Search" and "Directory".
- The student has to select "Register" Form and click to get the option of registration.
- Through the "Cart" Form, the student has to click on "Find Courses" to add to his/her cart.

- The student has to click on “Finances” Form, he/she will see a summary of his/her account balance for the Financial Contribution for the selected Period (Detail by Charges/Credits / Detail by Summary Type/ Balance Summary).
- The student has to check his/her registration and the Account Balance. If the student finds the balance incorrect, please contact the Office of Admission and Registration in the Student Service Centre to report the problem.
- The student has to click on “View Schedule” to print selected course.

#### ➤ **Late Registration**

- A fee will be charged for late registration after the first day of classes. Student may not be permitted to register after the late registration period during the first week of classes without a written approval from each course instructor and the head of the program.

#### ➤ **Selecting Courses**

- With careful attention, the student is required to select courses from the University-scheduled course list for the current semester.
- With the guidance of the program advisor, selection of courses should satisfy the University requirements for the core, major and concentration, and the prerequisites stated in the course descriptions.
- Each student should get approvals from the Course Instructor, Head of the Academic Program, and the Dean of Strategic Enrollment Management on his/her planning card if required (waiving of course pre-requisite or overload).

#### **Course Restriction:**

“Core curriculum course cannot be double counted for two curricula. It cannot be used to cover or meet the requirements of concentrations, concentrations electives, general electives or General Education. However, a student may use a maximum of only one core course to be double counted to fulfil the requirements of both core curriculum and minor curriculum.”

#### ➤ **Course Planning Card**

- A Course Planning Card is required for each enrolled student. The Planning Card includes: student name, student Identification number, course number, section numbers, the name and the signatures of the course instructors if any course requires permission.
- Students must obtain a signature from their advisors before submitting the Course Planning Card to the Office of the Admission and Registration during the registration's period and in person for cases that have conditions of probation, overload and incomplete courses.
- A written approval is required after the permitted registration time. Violation of the Course Planning Card rule places the student subject to disciplinary action.

### ➤ Independent Study Course

- An independent study course is a plan of study in a selected topic approved by the Academic advisor and the course instructor in order to cover a research or specific topic needed and that is not offered during the semester.
- Satisfactory completion of an approved independent study course provides the number of credit hours and the grade towards the student's academic record.
- A "Form of Independent Study Course" should be submitted to the office of Admission and Registration. The form should indicate clearly the reason for registering as an independent course. This form should be submitted during the registration period with the approval of the course instructor and the head of the program.

### 5.4.2. CHANGE OF COURSE

- A Change of Course after advising and registration is completed as stated in the University academic calendar, requires new approvals from the instructor and the head of the program with a careful attention to the degree requirements. The "Form of Change of Course" should be submitted to the Office of Admission & Registration including all corrections to the courses.
- The forms are available on the University dash board. To access the System: <http://lts.zclt.info/LearningTechnologiesServices/pages/public/login.xhtml>.

### ➤ CHANGE OF COURSE CONDITIONS

- The student is responsible to review his/her enrolled courses at the Self Service and to submit the required change of course form.
- No courses will be added after the Drop/Add period deadline stated in the University academic calendar, unless approvals are granted by the course instructor and the program advisor.
- No change in required courses or substituted courses is permitted except with University approvals by the course instructor and the program advisor.
- A freshman student may not drop specific courses without permission from the Dean of Strategic Enrollment Management.
- Students should submit the Change of Course Form before the deadline for dropping courses with/ without a grade of (W).
- Any drop form will not be accepted after the deadline for dropping courses or the deadline for withdrawal from the program.
- A student who stops attending the course without submitting an approved and completed "Drop Form" will receive an "F" grade.

### ➤ Dropping/Adding Courses and Changes in Schedules

- Students may drop/add courses during the allowed period before the beginning of any semester and during the first week using the "Student Self Services" web page.
- The Drop/Add Form is available under "On Line" Dash Board forms
- Approval of the Program Advisor is required for Drop/Add actions



- The Drop/Add Form should be submitted to the Office of Admission & Registration.

### 5.4.3. ACADEMIC LOAD

- The University has established the minimum and the maximum load of credits for Undergraduate students to satisfy the registration requirements. The maximum approved Course load is 19 credit hours per semester. Overload requires a written approval from the University Dean of Strategic Enrollment Management.
- A Student enrolled for 12 credit hours or more is considered to be a full-time undergraduate.
- A Student enrolled for less than 12 credit hours is considered a part time and will not be entitled for any university's enrolment certificate.

### 5.4.4. Undergraduate Class Standing:

The class level of each student is determined by the number of completed credit hours as follows:

- a- Freshman from 0 – 37 credit hours
- b- Sophomore from 38 – 68 credit hours
- c- Junior from 69 – 99 credit hours
- d- Senior from 100 and above credit hour

### 5.4.5. Probation & Dismissal

#### ➤ Probation

- Students may be placed on probation for failure to make satisfactory progress towards a degree at the end of any semester.
- The probation status or the academic warning will result from failure to achieve a 2.00 cumulative grade point average or having a major grade point average falls below a 2.00.
- Students on a probation status are not permitted to register for more than 13 credit hours per semester, and they are not allowed to participate in the University extracurricular activities.
- If the grade point average for the warning semester (given to the student after the first probation) is not rectified to cover the deficiency by achieving 2.00 as a semester average, the student will be subject to academic suspension from the University.

#### ➤ DISMISSAL

- Academic dismissal will terminate the student's relationship with the University for Unsatisfactory Academic Performance. Students may not register in the University courses; and suspension status is recorded in their transcript.
- The following categories of students are subject to suspension for academic performance:
  - a- Students who fail to achieve a semester grade point average of 2.00 for the courses taken during the probationary period.

b- Students who fail to achieve a cumulative grade point average of 2.00 during the two warning semesters. (Including those who achieved 2.00 for the first probation semester and fail to achieve cumulative grade point average of 2.00 at the end of the second warning semester).

c- Students who fail to achieve a grade point average of 2.00 in their major courses during the probationary semester or who fail to achieve a cumulative grade point average of 2.00 in their Major courses within the two semesters during which they were placed on major probation.

d- Students who have their study period expired and do not graduate within maximum 8 years.

#### 5.4.6. Exclusion from a Course:

- The course instructor may give written warning to any student who disregards or disrespects the course, and with the approval of the Dean of Strategic Enrollment Management, the student will be excluded from the course and will not be permitted to continue in the class.
- Exclusion from a course leaves the student with “WF” grade and with no right to any petition or Course Survey Form.

#### 5.4.7. Withdrawing from Courses:

- Dropping all courses during the semester is considered “Withdrawal” and students are required to fill out a withdrawal form and to obtain all the required approvals from the course instructor and the head of the program before submitting the form to the Office of Admission and Registration.
- Students who withdraw after the fifth week of the semester has started are required to submit a Drop/Add form with the instructor’s grade of WP/WF. The grade will be posted to the student academic transcript and no academic credit is given for courses graded with WP/WF.
- Students who wish to return to the University after one or more semesters, will be required to fill out a readmission form, available in the office of Admission & Registration.
- Readmission to the University is not granted automatically and will be subject to evaluation before approval.

#### 5.4.8. Withdrawal from the University:

- Students who wish to withdraw from the University for One Semester or more due to emergency circumstances are requested to fill in a “Withdrawal Form” and “Drop/Add Form”.
- Students must obtain all approvals stated in the two “Forms”. Forms are available under “On Line” Forms.
- Students must obtain signatures from Course Instructors /Program Advisors
- Students must obtain signatures from Library and Accounts Office
- Students must submit the Laptops to the IT Unit and obtain signature in the Withdrawal Form (group of 2013)
- Students must submit the two Forms to the Office of Admission and Registration

- Students may apply for “Readmission” if they wish to return after one or more semester.

#### 5.4.9. Payment of Financial Contributions

##### ➤ Procedures & Instructions

- Registering and completing the Web Registration by the deadline mentioned in the University calendar will build the student's “Bill / Payment Statement” to be available on the web for Student Self Services under “Finances” / “Statement”.
- The student has to click on “Finances”
- The student will get the following options: Balance, Statement, Financial Aid and Agreements.
- Under Balance, is a summary of the student's account balance for the selected period and he/she may view his/her balance details by: Charges/Credits / Detail by Summary Type / Balance Summary.
- Financial Aid will be available when approved and will be adjusted automatically on the student's Balance Application.
- The student has to print his/her Financial Statement from the option of “Statement”
- The “statement” will show the amount due. The amount stated is based on the student's course load and the existing rates per credit hour for one term.
- All non-Egyptian students or students whose parents live or work outside Egypt are required to pay their Financial Contribution and fees in Egyptian Pounds.
- Transfer of the Financial Contribution to the CIB should be clearly in Egyptian Pounds.
- If the student believes that any of the information displayed is incorrect, he/she has to contact the system Administrator – Office of Admission & Registration: registrar@zewailcity.edu.eg

##### ➤ Financial Contribution payment period

- The payment process of the University Financial Contributions is allowed only during the Registration period and as announced.
- New Students are allowed to pay late during the first week of the semester without a Late Registration Fee.
- Students who are having their Financial Contribution paid through a “third party” are responsible for finalizing the payment prior to the deadline, otherwise their courses will be deleted from the system and they will not be permitted to attend classes.
- Students on Partial/Full Scholarships are responsible to make sure that their payment is finalized before the deadline of payment.
- Students petitioning for Financial Assistance are required to pay their Financial Contribution until Financial Aid is approved and adjusted, or they may apply for “Deferred Payment”. When Financial Aid is deducted from the cost of the study, the student must check their balance and pay the remaining part.
- A printed statement from the University electronic system will be accepted in the CIB.

### ➤ PAYMENT METHODS

- The Commercial International Bank (CIB) accepts payment in:
  - a- Cash.
  - b- Certified check.
  - c- International Transfer.

### ➤ DEFERRED PAYMENT

- Students may pay 50% of their Financial Contribution with the permission of the office of the Admission and Registration/ Office of Financial Affairs.

### ➤ LATE FEE

- Students who make their payment after the deadline, which will always be before the first day of the semester, will be required to pay a Late Fee. Students will add this fee to the amount due when paying the tuition.
- New students exempt from the late registration fees for their first semester.

### ➤ Refund after withdrawal from the University

- Refund Percentage is deducted from the Full Financial Contribution.
- The Paid and the deferred amount of the Financial Contribution are considered, as the deduction will be from the full amount of tuition.
- The refund policy is applied to the returning and new students, but the refund percentage will be deducted from the first down payment for the new students.

Allowed Percentage of Financial Contribution for refund	Time of Withdrawal During First Month/Semester
Full Refund	First week of classes
80% of Tuition	Second week of classes
60% of Tuition	Third week of classes
40% of Tuition	Fourth week of classes
0% of Tuition	After fourth week of classes

### ➤ Student Identification Card

- Students, who have successfully completed Advising/Registration and Payment of their financial contribution, are allowed to obtain the University of Science and Technology ID Card. Students need to present the payment receipt with personal/national ID card.
- Students on scholarship must submit a payment document stamped from the Office of Financial Affairs.

➤ **Egyptian National ID card**

- According to the Egyptian Law, all Egyptian male students must apply for the National Identification Card within 30 days from their 16th birthday.
- The National ID Card Application should be stamped from the Office of Admission & Registration.

➤ **MILITARY SERVICES FOR EGYPTIAN STUDENTS**

- Egyptian male students must identify their Military Service Status within 30 days of their 19th birthday.
- The University is responsible to implement and apply the regulations set by the Egyptian Authorities in regards to the Military Service Law. ( 6Á ) and ( 2Á ) are needed for deferring student's Military Service Status.

➤ **STUDENT RESIDENCE VISA FOR NON-EGYPTIAN STUDENTS**

- Egyptian Authorities request Student Residence Visa for Non-Egyptian Students.
- Non-Egyptian Students must submit a copy of their valid "passport" to the office of Admission and Registration.
- Those who enter Egypt with a tourist visa must register their names at the nearest neighbourhood police station within the first seven days of their arrival.
- Non-Egyptian Students are required to request a University Certificate to be used in obtaining a student residence visa if they are enrolled as full-time students.

## 5.5. ATTENDANCE POLICY

- The purpose of the attendance policy is to assure that students benefit from the educational opportunities present at the lectures and laboratories.
- Attendance in all academic activities is mandatory and it is the responsibility of the faculty along with the instructors to track students' attendance.
- Students who are absent more than 25% of the time in any course should not be permitted to attend the final examination and should receive a WF grade (refer to mark scheme).
- No makeup exams should be offered to students who missed midterm and final exams.
- The policy for late submission of coursework is left to the course coordinator who may refuse to accept late work, accept it with a deduction or accept it at full grade with a valid excuse.
- If there is a percentage grade for attendance:
  - a- Students are permitted to miss up to three lectures without a valid excuse.
  - b- Students who miss more than 3 lectures must have points deducted from their attendance grade (5% of the course grade).
  - c- Students are allowed to make up one lab absence with an approved petition.

## 5.6. EXAMINATION POLICY

### 5.6.1. MIDTERM EXAMINATIONS

- The midterms will be held during the first lecture of the scheduled examination week, unless otherwise agreed with students. Any changes should be reported to the Major Coordinator, Faculty Administrative Assistants and Registrar.
- Classes resume normally during the midterm weeks.
- Midterm exam can be a case study, written examination or project. However, this should be announced clearly to the students on the first day of classes.

### 5.6.2. FINAL EXAMINATION

- Final examinations are given for classes during the Final Examinations Period announced each semester by the Office of Admission & Registration with the approval of the University Dean of Strategic Enrollment Management and the Academic President.
- Major Coordinators are not authorized to change the scheduled date.
- Student must attend the Final Examination and to achieve at least 35% of the final percent in order to pass the course
- Unapproved absence from the examination results in an "F" grade in the course.
- The student's grade is evaluated throughout the semester, based upon quizzes, reports, projects, discussions, assignments, midterm examinations and the final examination. The final letter grade is recorded on the student's record.

### 5.6.3. EXAMINATION CODE OF CONDUCT

#### a- Examinees are expected to:

- Be available at the exam venue at least 15 minutes before the exam.
- Bring all of the necessary examination materials e.g. pens, pencils, calculators...etc.
- Turn off mobile phones and to place them in their bag with any other unauthorized materials at the front or rear of the exam venue as advised by the invigilator.
- Show their ZC ID when asked and to place it on their desks throughout the exam.
- Comply with the instructions of the invigilator at all times.
- Raise their hand if they have a question or need the supervisor's help at any time during the exam.
- Stop writing immediately when the invigilator announces the end of the exam.
- Continue sitting quietly until the invigilator gives them the permission to leave the examination venue.

### b- Improper Examinee Conduct:

The Invigilator is authorized to dismiss any examinee from the examination for any of the following reasons:

- Giving or receiving help during the examination.
- Attempting to take the examination for someone else.
- Disturbing other candidates during the examination.
- Communicating and discussing the examination content with other examinees during examination sessions.
- Using unauthorized notes, books, calculators, wrist watch/timepiece, notations or other aids.
- Possession or use of photographic, recording or transmission devices.
- Removal of examination materials or notations of any kind from the examination venue.
- Refusal to comply with time allotments or examination administration procedure.
- Behaving in an unprofessional or discourteous manner when interacting with others.
- Threatening or verbally abusing invigilator responsible for curbing or reporting improper conduct.
- Any other breach of conduct.

## 5.7. ASSESSMENT AND GRADING POLICY

### 5.7.1. ASSESSMENT PURPOSE

- Assess students' performance against the intended learning outcomes of the Course.
- Monitor the effectiveness of the learning environment.
- Encourage student learning.

### 5.7.2. ASSESSMENT WEIGHTINGS GUIDELINES

Assessment method	Percentage
Attendance & Participation	0 - 5%
Homework & Assignments/ Quizzes	15% - 20%
3 Midterms <b>OR</b> 2 Midterms and one project.	45%
Final	35% (Must not exceed)

### 5.7.3. GRADING SYSTEM

- The grading system reflects the work of the undergraduate student, evaluated and reported in terms of credits, grades, and grade points.

#### ➤ Grade Points

- Grade points per semester credit are assigned as follows: Grade included in the GPA

Grade	Minimum Final %
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
F	0.0

#### ➤ Grade Mapping

Grade	Minimum Final %
A	90 %
A-	85 %
B+	80 %
B	75 %
B-	70 %
C+	65 %
C	60 %
C-	57 %
D+	55 %
D	50 %
F	0 %



➤ **Grades not included in the Grade Point Average**

P	Pass
F	Fail
I	Incomplete
W	Withdrew
WP	Withdrawal Passing
WF	Withdrawal Failing
IP	In Progress

**5.7.4. GRADE POINT AVERAGE**

- The grade point average is calculated by adding all the quality points (Grade's equivalent points), then dividing the resulting sum over the total number of credit hours.
- Credit = the unit of course credit hours
- Grade = the letter grade is the professor's official evaluation of the student achievement, used for grade point average calculation

**5.7.5. INCOMPLETE WORK**

- Undergraduate students who are unable to complete a course may be permitted to continue work in the course beyond the examination period maximum 5 times throughout the 4/5 years of study. Any professor submitting an incomplete grade must submit an incomplete grade form to the Registrar's office giving the following information:
  - a- Reasons for the incomplete work.
  - b- The missing material.
  - c- Actions necessary for removal of the incomplete.
- In such a case a grade of "I", for "incomplete" is assigned. The students must make arrangements with the professor to complete the course within one month after the beginning of the next academic session/semester. Failure to complete the course within one month after the beginning of the new academic session causes the grade in that course to be recorded as "F", signifying failure.
- If students have one incomplete grade, their academic load limit the following semester will not be affected. If they have more than one incomplete grade, the credit hours of the incomplete will be included in their academic load for the following semester.
- Students who receive an incomplete grade(s) while on warning due to deficiency in their overall grade point average will not be allowed to register the following semester. If, however, they complete their incomplete work before the end of the late registration period, and are academically eligible, they will be allowed to proceed with registration.

### 5.7.6. CHANGE OF GRADE

- Final grades are the official grades given by the course instructor; they will not be changed unless there has been a reason. Only the faculty member can approve the change and state the reason in the “Change of Grade Form”. The change will become effective after the approval of the faculty member, the Head of the Program and the Dean of Strategic Enrollment Management on the form and to be submitted to the Office of Admission and Registration.

### 5.7.7. REPEATING A COURSE

- Students may repeat up to five courses, a course repeat form should be submitted for approval to the Dean of Academic Affairs. Failure to obtain prior approval and/or repeating the course in the form of an “added” course will be subject to penalty, course will be dropped and the tuition will not be refunded.
- Student may repeat a course once for the purpose of improving a grade, based on course availability and resources considerations.
- Students may repeat failed courses up to 3 times, according to the “Failed Course Repeat Policy” \*\*
- All attempts for the course will be recorded in the student’s transcripts. The latest grade will be used for GPA calculation. If the student withdrew from the repeated course, the prior grade will be used for calculation of GPA. However the student will lose the opportunity for repeating the course. A grade of “W” will appear in the student’s transcripts for the second attempt.

\*\* Failed Course Repeat Policy:

- Students are allowed to repeat failed courses for up to three consecutive times.
- F grade isn’t removed from the student’s transcripts, and if the student passed the course in one of three attempts, only the last awarded grade will be calculated in the GPA. However, all attempts to take the course will appear in the transcripts. Failing grade received for reasons of academic dishonesty will not be subject to repeat.
- Starting from intake 2017, all grades will factor in the GPA calculations, including F grades.
- After failing the course for a third consecutive time, the student may submit a petition to the Dean of Academic Affairs to consider repeating the course for fourth and final time, changing major, or terminating the study program.

## 5.8. STUDENT ACADEMIC RECORD & TRANSCRIPTS

### 5.8.1. STUDENT’S ACADEMIC RECORD

- All Academic Honours, Awards and Student Standing are recorded on the student’s academic record.

### 5.8.2. TRANSCRIPT

- Students are entitled to two free transcripts when they graduate or withdraw from the University in a good standing.

## 6. HONOURS AND AWARDS

### 6.1. HONOURS DURING ACADEMIC PROGRESS

#### 6.1.1. PROVOST HONOUR LIST

- The Provost's List is compiled at the end of each Semester to recognize students who have demonstrated consistent achievement in at least 24 Credit hours in the preceding year/s by having a high cumulative Grade Point Average for the first top 5 students.
- Incomplete "I" grade on the student's academic record prevents consideration towards the Honours List at that particular year.

#### 6.1.2. DEAN HONOUR LIST

- The Dean's Honour List is granted to Students who completed at least 12 credit hours and achieved a minimum GPA 3.5 in the preceding semester to recognize them for their academic achievements.
- Incomplete "I" grade on the student's academic record prevents consideration towards the Dean Honour List at that particular semester

### 6.2. HONOURS AT GRADUATION

#### 6.2.1. A. H. ZEWAIL AWARD

- To be announced.

#### 6.2.2. ZEWAIL CITY CUP

- Zewail City Cup is granted to student with the highest graduation grade point average and highest number of credit hours within the required years of study completed at the Commencement.

#### 6.2.3. ACADEMIC HONOURS FOR GRADUATION

- Graduating Students are considered for Graduation Honours if they have a minimum grade point average:
  - a- 3.85 for Highest Honours "Summa Cum Laude".
  - b- 3.75 for High Honours "Magna Cum Laude".
  - c- 3.50 for Honours "Cum Laude".

## 7. CODE OF CONDUCT AT THE UNIVERSITY OF SCIENCE & TECHNOLOGY

### 7.1. IMPETUS

- The University of Science and Technology (UST) aims to establish an academic environment that reflects that highest academic ethical standards. UST students should conduct themselves according to ideals portrayed by “Egypt’s National Scientific Renaissance project”.
- To ensure that the University can dedicate itself fully to its academic and educational vision, it is expected that of the UST community members will :
- Be Truthful and forthright.
- Reflect individual’s personal integrity in honest and responsible actions.
- Disengage from behaviour that endangers their own sustained effectiveness or that has serious ramifications for their own safety, welfare, academic well-being or professional obligations, or for that of others.
- Respect the general resources and physical property of the University. Such resources are assets in which community members have a vested interest, as these resources specifically support the institutional mission.
- Treat other community members with civility and respect, recognizing that disagreement and informed debate are valued in an academic community.

### 7.2. STUDENT RIGHTS WITHIN THE UNIVERSITY COMMUNITY

- With the approval of the Board of Trustees, the University affirms the following student right and privileges:
  - a- The right to pursue academic goals without being subject to discrimination on the basis of race, colour, religion, ethnicity, geographic origin, age, sex, marital status or handicapped status.
  - b- Freedom to join organizations, to speak freely, to engage in discussion, to make inquiries, to exchange thought and opinion, to publish and exchange findings and recommendations, to speak, write, or print freely on any subject, and to sponsor speakers of their choice, subject only to the right of the University to make reasonable rules and regulations related thereto
  - c- To associate with whomsoever they please.
  - d- To engage in the educational process.
  - e- To be secure in their persons, living quarters, papers, and effects from unreasonable, illegal, or unauthorized searches and seizures

### 7.3. ACADEMIC INTEGRITY POLICY

- The University assumes as a basic and minimum standard of conduct in academic matters that students be honest and that they submit for credit only the products of their own efforts. Both the ideals of scholarship and the need for fairness require that all dishonest work be rejected as a basis for academic credit.
- Students must refrain from any and all forms of dishonourable or unethical conduct related to their academic work such as:

#### 7.3.1. PLAGIARISM

- Submitting material that is in part or whole is not entirely one's own work without properly citing sources.
- Plagiarism includes, but is not limited to:
  - a- Submitting a copied piece of writing as original work.
  - b- The quotation or usage of another person's words, ideas, opinions, thoughts, or theories (even if paraphrased into one's own words) without acknowledgment of the source.
  - c- The quotation or usage of facts, statistics, or other data or materials (including images) that are not clearly common knowledge without acknowledgment of the source.

#### 7.3.2. FABRICATION

- Inclusion of falsified, invented, or fictitious data or information that was not gathered in accordance with standard guidelines in an academic work.
- Fabrication includes, but is not limited to:
  - a- Citation of sources that were not used to prepare the academic work, in the bibliography or other references.
  - b- Concealment or distortion of the true nature, origin, or function of data
  - c- Unauthorized submission of an academic work prepared totally or in part by another

#### 7.3.3. CHEATING

- Cheating is defined as obtaining or attempting to obtain, or aiding another to obtain credit for work, or any improvement in evaluation of performance, by any dishonest or deceptive means.
- Cheating includes, but is not limited to:
  - a- Copying or attempting to copy from others during an exam or on an assignment.
  - b- Communicating answers with another student during an exam.
  - c- Preprogramming a calculator to contain answers or other unauthorized information for exams

- d- Using unauthorized materials, prepared answers, written notes, or concealed information during an exam.
  - e- Allowing others to do an assignment or portion of an assignment for the student.
  - f- Allowing another person to copy one's own academic work—whether intentionally or recklessly.
- The unauthorized collaboration with any other person on an academic exercise, including collaborating on a take-home or make-up academic exercise:
    - a- Taking an exam for another person or having someone take an exam for a student.

#### 7.3.4. OTHER ACADEMIC MISCONDUCT

- Any other act that disrupts the educational process or provides a student with an academic advantage over another student.
- Other Academic Misconduct includes, but is not limited to:
  - a- Falsification of records and official documents: Altering documents affecting academic records; forging signatures of authorization or falsifying information on an official academic document, grade report, letter of permission, petition, drop/add form, ID card, or any other official University document.
  - b- Entering any University building, facility, office, or other property, or accessing any computer file or other University record or storage for the purpose of obtaining the answers or solutions to an academic exercise or to change a grade.
  - c- Bribing another person to obtain an academic exercise, including answers to questions of an un-administered academic exercise.
  - d- The unauthorized possession, copying, distribution, sale, or other transfer of all or any part of an academic exercise, or the answers or solutions to an academic exercise, whether or not the exercise has been administered.
  - e- Posting of notes or other materials from a class (whether the student is enrolled in the class or not) on the Internet, whether or not for a fee, if the faculty member has expressly prohibited the posting of such materials.

#### 7.3.5. PROTECTING YOURSELF FROM BEING CHARGED WITH ACADEMIC DISHONESTY

- Familiarize yourself with the University's Code of Conduct, especially for information regarding Academic Integrity
- Prepare yourself thoroughly for examinations and assignments.
- Take the initiative to prevent other students from copying your exam or assignments by shielding your work.
- Do not look around, particularly in the direction of other students' papers, during an exam since it may appear you are trying to copy from others.
- Do not share your current or former assignments, projects, papers, etc. with other students to use as guides for their work.
- Do not leave your finished assignments in a place where another student might be able to copy them.

- When working on a collaborative exercise, complete all written assignments individually unless the instructor specifically tells you otherwise.
- Acknowledge the contributions of other students on collaborative projects by citing their name(s) on all written work turned into the instructor.
- Protect your computer login identifications and passwords. Other students could use them to access your work and subsequently implicate you in a cheating case.

## 7.4. CLASSROOM CODE OF CONDUCT

- Failure to comply with the Classroom Code of Conduct may result in dismissal from class and disciplinary action.

### 7.4.1. EXPECTED CLASSROOM CONDUCT

- Students should attend regularly, arrive to class on time, stay through the full period, and bring all necessary materials (books, paper, pen, etc.) to class.
- Students should come to class prepared, in particular, they should have finished all the required readings for that day.
- Students should not engage in behaviour that detracts from the learning experience. Talking in class, sleeping, reading a newspaper or other outside works, unnecessary movement in and out of the classroom and any other distracting behaviour that limits the learning process.
- Students should conduct and express themselves in a way that is respectful of all persons.
- Students are responsible for what transpires if they miss a class. It is the student's responsibility to contact a classmate to determine what was missed.
- Students should address faculty as "Professor" or "Dr" Calling faculty by their first names is not appropriate.
- Students are expected to be professional and respectful of other students, instructors, administration, and staff. That includes verbal and physical behaviour as well as the language used in email and phone messages.
- Students must adhere to University rules regarding online access and usage.

**NOTE:** Instructors may have their own set of rules regarding classroom behaviour. Please adhere to those as well.

### 7.4.2. PROHIBITED ACTIVITIES IN CLASSROOMS

- Engaging in prolonged side conversations.
- Using cell phones to receive calls or for purposes that are not course related.
- Checking personal E-mail, Facebook, Twitter or browsing the Internet are prohibited. Laptop and tablet computers are allowed for note taking only
- Arriving late (10 min from the class start time) or leaving early without the prior permission of the instructor.
- Reading material, e.g., magazines, newspapers, novels, etc., that are not course-related.
- Working on personal activities or the assignments of other courses.

- Interrupting the professor or other students.
- Students should request permission from the instructor before asking questions or making comments.
- Trashing the classroom.
- Up to each instructor, eating and drinking may be allowed as long as impact on others is minimized and students clean up their garbage after class.

## 7.5. ADMINISTRATIVE CODE OF CONDUCT

- Students who fail to comply with the following rules and regulations will be penalized as mandated by the conduct committee.

### 7.5.1. DRESS CODE

- The dress code is to ensure that our students are dressed in a dignified manner.
- This means that the clothing worn should be clean, neat, modest and appropriate to the academic setting and the Egyptian culture.

### 7.5.2. MOBILE PHONE POLICY

- All mobile phones must be switched off during classes, lectures and performances.
- Leaving a lecture or class to answer a mobile phone is not acceptable under any circumstances.
- All mobile phones should be stored away in bags or pockets and not displayed on desks or tables, especially during examinations.
- Students who violate this policy may be asked to leave the class or lecture immediately and will not be permitted to return until the next class or lecture. This will be considered an unexcused absence. Faculty members may also decide that students violating the policy will not be allowed to attend the next class or lecture following the offense.
- If caught using a mobile phone during an exam, regardless of the cause, the instructor has full authority to take appropriate action.
- All mobile phones must be switched off in the library.

### 7.5.3. NO SMOKING POLICY

- The purpose of the policy is to promote good health, limit the dangers of second-hand smoke and prevent fires.
- Smoking is not allowed in any of the University buildings or vehicles.



#### 7.5.4. ALCOHOL

- Egyptian law prohibits the serving or drinking of alcohol in public places except in hotels, tourist establishments and clubs of a touristic nature.
- Zewail city's policy is not only to conform to the law by barring any unlawful possession, use or distribution of alcohol by students or employees on the campus facilities, but also prohibits its presence in any of the student activities either on or off campus.

#### 7.5.5. DRUGS AND SUBSTANCE ABUSE

- In the light of Article 34C of the Egyptian Drug Law, which imposes severe penalties for anyone convicted of possessing, buying, selling, handing over, transmitting, presenting for consumption or trading illegal drugs on educational premises, it is the policy of Zewail City to prohibit the manufacture, distribution, dispensing, possession or use of any controlled substance (drug) or alcohol by students on the University campus or during student activities.
- Violations of this policy may lead to dismissal. Individuals placed on probation for prohibited drug use, including misuse of pharmaceutical drugs and/or drug paraphernalia, will deliver this state of probation lifted only after providing the University proof of successful rehabilitative counselling and providing a doctor's certificate that they are free of drug abuse.

#### 7.5.6. FRAUD

- Falsification of documents, including but not limited to student IDs, bus passes, and parking permits, will be subject to severe disciplinary penalties.
- Lending UST IDs to others, whether to UST students or visitors, is considered fraud.

#### 7.5.7. THEFT

- Theft of any kind, including seizing, receiving, or concealing property with knowledge that it has been stolen is prohibited.
- Sale, possession, or misappropriation of any property or services without the owner's permission is also prohibited.

#### 7.5.8. FREEDOM OF EXPRESSION

- Freedom of Expression is the right to convey one's thoughts and opinions freely through speech, writing, and other sorts of communication but without causing any type of harm to others.
- To nurture the maximum interchange of ideas University of Science and Technology encourages Freedom of Expression pertained to Academics in a balanced approach. However, Reasonable regulations are designed to avoid disruption of the University's mission and to protect campus safety and security.
- Freedom of Speech should not:

- a- Overstep upon the rights of other students, faculty, staff, or guests of the University community.
  - b- Include offensive vocabulary which tend to motivate an immediate violation of the University harmony.
  - c- Disrupt or interfere with educational or other activities of the University community.
  - d- Amplified sound equipment or other devices creating a volume of sound that prevents University members from performing their normal activities is prohibited unless there is an official approval.
  - e- Obstruct pedestrian or vehicular traffic on campus.
  - f- Intervene with or restrict the free movement of persons in any of the University property.
  - g- Interfere with the usage of offices or other facilities by the students, faculty, staff or guests of the University.
  - h- Result in any damage or destruction of University property
  - i- Endanger the safety of any person on the campus.
- In Addition, speech or demonstration should not be held in the following areas which includes, but not limited to, academic and administrative buildings, libraries, computer labs, and dorms.

#### 7.5.9. PUBLIC DISPLAYS OF AFFECTION

- Students are expected to conduct themselves in a manner appropriate to life at an academic institution located in Egypt, with due respect for Egyptian society.
- Students are expected to respect the culture in which they live by refraining from public displays of affection and any intimate behaviour, especially in secluded and unauthorized areas on campus.
- Such misconduct will be perceived as improper behaviour in an academic institution and may subject the student to disciplinary action.

#### 7.5.10. HARASSMENT

- Zewail City is committed to providing a secure educational and work environment for its students, faculty, staff and administrators.
- Demonstrated lack of respect may result in disciplinary action. Accordingly, the University does not tolerate any form of harassment, including sexual harassment.
- Sexual harassment is any conduct of a sexual nature that significantly impairs a person's ability or opportunity to perform his or her job or educational pursuits.
- Zewail city's sexual harassment policy applies to faculty, administrators, staff and students, as well as vendors, suppliers and external parties contracted to perform campus services.

#### 7.5.11. VIOLENCE AND DISRESPECT

- Respect for all members of the University community is an essential principle at Zewail City.
- Students are expected to show respect for colleagues, instructors, staff members and Zewail City as a whole.
- Violence and disrespect include, but is not limited to physical abuse of all types, verbal abuse, threats, intimidation and harassment, physically restraining any person and/or other conduct which endangers the physical or mental health or safety of any person.

#### 7.5.12. PERSONAL SAFETY

- Safety and security are warranted to all University members. Any actions that threaten the personal safety or security of others are considered violations of the general University laws.
- The following actions are considered violations to the personal safety and security of others:
  - a- Involvement in demonstrations that threaten the safety of the people or cause any damage to the property.
  - b- Attempts to suppress violently or non-violently free expression of ideas.
  - c- The possession or use of explosive or flammable items that might threaten human life.
  - d- The possession or use of weapons or weapons-like objects that might threaten human life.
  - e- Any physical assault performed on the University premises.
  - f- Any act that causes serious physical or psychological threats to others.

#### 7.5.13. OTHER ADMINISTRATIVE CONDUCT VIOLATIONS

- Any other offense related to the operation of the University, Such violation arises when a student:
  - a- Forges, alters, take possession, duplicates, or uses documents, records, keys, identification, or computer accounts without consent or authorization by appropriate University officials.
  - b- Defaces, transfers, duplicates, loans, borrows, or sells University identification or any other University document.
  - c- Duplicate University building keys; this includes University Owned Housing keys.
  - d- Possess or use keys to University facilities unless expressly authorized to do so.
  - e- Provides University computing resource access to non-University entities unless expressly authorized to do so in writing.
  - f- Fails without just cause to comply with the lawful direction of a University official acting in the performance of their duties and authority.
  - g- Fails to present University identification or gives false identification or identifying information upon request by an authorized University official who has offered proper identification as to his/her status.

- h- Purports to represent the University or another person in the University community improperly and without authorization.
- i- Engages in solicitation of any type in or on University property unless approved in advance by an appropriate University official.
- j- Engages or participates in non-University commercial activity on campus, unless written authorization for such activity has been given by the Academic President or his designee. This prohibition includes, but is not limited to, the sale or misuse of class notes and recordings, papers, examinations and other class materials, which may not be sold, exchanged or distributed for commercial purposes, or for any purpose other than study.
- k- Intentionally damages any of Zewail City facilities and properties.

## 7.6. SANCTIONS

### 7.6.1. TYPES OF SANCTIONS

- Whenever a student breaches the regulations or violates the University Code of Conduct, Investigation will be carried out and if the student is found guilty, he/she will be subject to one or more of the following punishments:

#### a- Warning

- A warning is the issuance of a written advise to the student to be more cautious with his/her behaviour and conduct.
- The warning does not appear on a student's conduct record, but a record of such result is maintained in the Dean of Strategic Enrollment Management's Office and may be taken into consideration if additional violations occur.
- All non-academic incidents will be taken to the Student Conduct Committee to be evaluated and investigated to provide an appropriate sanction to all violators

#### b- Reprimand

- Reprimand is the issuance of a letter to the student indicating that his/her conduct and behaviour is unacceptable and that any future prohibited conduct may result in more severe disciplinary action.
- A Reprimand may appear on a student's conduct record.

#### c- Loss of the Exercise credit

- For most academic offenses; the first penalty will be loss of credit in the exercise.
- The student may be required to repeat the exercise or complete an alternative assignment, although credit will not be given.
- The student will be allowed to continue in the course.

#### d- Loss of Course credit

- Repeated academic offenses will lead to failure in the course.
- The student will be withdrawn from the course immediately following adjudication.

#### **e- Suspension**

- Separation from the University for a period of one semester or longer.

#### **f- Dismissal**

- A student who has been dismissed must earn readmission, by work and/or study away from UST for at least one semester and usually an academic year or more.

#### **g- Expulsion**

- Permanent separation from the University.

### **7.6.2. SANCTIONS FOR ACADEMIC CONDUCT VIOLATIONS**

#### **a- Sanction for the 1st time / 1st level violation:**

- Some Violations are clearly opposed to academic integrity as stated in our policy, but are less clearly the result of dishonesty on the student's part; the student may not fully understand the rules of citation or what constitutes producing independent work so the first time a student is accused of a breach of academic integrity, the faculty member may decide that this was an educational experience for the student. In these cases, the student will receive a Warning rather than a First violation.
- Some Violations are clearly intentional, such as buying a paper from an on-line source, stealing a paper from a classmate, or using a cell phone to cheat on a test. Violations that the faculty member and the Dean of Student affairs deems intentional will be called a First Violation.

#### **b- Sanctions for first Violation include:**

- The student will either be asked to repeat the exercise or complete an alternate assignment with a reduced or failing grade in that particular assignment or in the entire course
- A letter of reprimand will be written to the student
- Parental notification

#### **c- Sanctions for the 2nd violation or a violation following a Warning,**

- The student will be suspended for the remainder of the semester and for the following semester.
- A letter of reprimand will be placed in the student's permanent academic file.

#### **d- Sanctions for a Third Violation, including a Second violation following a Warning,**

- The student will usually be expelled from the University.
- Notation of the incidents in the official records.

### 7.6.3. CONDUCT SANCTIONS FOR ADMINISTRATIVE VIOLATIONS

#### a- Dress Code Violation:

- The student will not be allowed to enter Zewail city with inappropriate clothes.

#### b- Damaging property:

- Will subject students to an immediate fine, depending on the extent of damage.

#### c- Other Violations:

- Fraud & Theft, Harassment & Public display of affection, Alcohol, illegal drug policy violation, Violence, Disrespect will result in the below sanctions
- For 1st time offense:
  - a- The student will be suspended for the remainder of the semester and for the following semester.
  - b- A letter of reprimand will be placed in the student's permanent academic file
  - c- Parental notification.
- For 2nd time offense:
  - a- The student will usually be expelled from the University.
  - b- Notation of the incidents in the official records.

#### d- Violations of Classroom Code of Conduct

- Violations of the Classroom Code of Conduct will follow the three (3) step procedure below. Despite these steps, in extreme circumstances, course instructors may immediately contact Campus Security and the Office of Student Affairs. For issues of student intervention, information on violations may be shared with the Office of Student Affairs.
- **First Violation:** Following a student's first violation in a particular course:
  - a- The course instructor must provide a student with written notification of their alleged violation within five (5) calendar days of the alleged violation, this notification must include specific details regarding the student's alleged violation.
  - b- The course instructor will send this notification to the Registrar's office, Program Head and the Dean of Strategic Enrollment Management.
  - c- The student has the opportunity to respond in writing to the alleged violation within five (5) Calendar days of the delivery date of the written notification from the course instructor.
  - d- This notification shall serve as the first formal warning that the student's conduct is unacceptable and will not be tolerated.
- **Second Violation:** Following a student's second violation in the course:
  - a- The course instructor must provide a student with written notification of their alleged violation within five (5) calendar days of the alleged violation. This notification must include specific details regarding the student's alleged violation.

- b- The course instructor will send this notification to the Registrar's office, Program Head, and Dean of Strategic Enrollment Management.
- c- This second notification is the final warning to the student and must include an explanation of the consequences of a Third Violation. The Dean of Strategic Enrollment Management upon recommendation of the class instructor reserve the right to dismiss the student for up to two weeks of class meetings from the date of the second notification,
- d- The Dean of Strategic Enrollment Management will convene a conference with the student and the course instructor to discuss the second violation. The student has the opportunity to respond to the alleged violation at the conference with the Dean of Strategic Enrollment Management and course instructor.
- **Third Violation:** Following a student's third violation of the Classroom Code of Conduct in the course:
  - a- The course instructor must provide a student with written notification of their alleged violation within five (5) calendar days of the alleged violation.
  - b- This notification must include specific details regarding the student's alleged violation. A copy is sent to the Registrar's office, Program Head, Dean of Students and to the Academic President.
  - c- The Academic President or his/her designee will convene a conference with the student and additional administrators as deemed necessary (e.g., Student Affairs). Appropriate disciplinary action will be decided by the Academic President.

## 7.7. THE STAKEHOLDERS

The stakeholders involved in applying and enforcing the academic integrity policy include:

- Faculty, Staff and Instructors: All play a major role in establishing and promoting academic integrity. Therefore, all faculty and staff must be aware of the academic integrity policy applied by the University upon employment.
- They are required to encourage honesty and clearly communicate to students that academic dishonesty will not be condoned.
- Faculty and staff should take all appropriate measures to prevent violations of academic integrity. This includes, but is not limited to, proper exam proctoring, providing sufficient examination and assignment completion times, and securing all material.
- Students: the University of Science and Technology is responsible to hold an orientation session for all students upon admission to make them aware of the academic integrity policy. Students are consequently responsible to apply the academic integrity policy to the highest standards.
- University Administration: The University administration should encourage reporting of any violations of the academic integrity policies, and must uphold the policy equally amongst all members of the University.

## 8. STUDENT LIFE AT THE UNIVERSITY OF SCIENCE & TECHNOLOGY

### 8.1. WHAT TO EXPECT OUTSIDE THE CLASSROOM

- The University life can get pretty busy. On the other hand, time spent away from lectures, laboratories and seminar groups can give added dimensions, physical and emotional support to enhance the academic experience. So what is life like at the University?
- The Student Affairs services are established on being student centered. The services offered to UST students must be delivered in unity and harmony with the academic mission of the institution.
- The student affairs services and practices and surely the resulting policies must be built on sound principles and carried out by partnering the entire Zewail city and campus community. The partnerships and integration of students, faculty, staff, parents, alumni, employers, social services and other global societies will promote learning for life and not just lifelong learning.
- The role of student affairs complements the academic mission of the University and is designed to turn the current “brain drain” into a “brain gain” for Egypt, this will be achieved by creating new opportunities and paving the roads for our young ambitious students.
- The Student Affairs Office is committed to provide UST students with a rich student life experience.

### 8.2. CAMPUS ACTIVITIES & STUDENT ORGANIZATIONS

- The University is constantly working on creating, developing and providing cultural and social activities for UST students to enhance both the educational and personal development of our students.
- The Student Affairs office works on providing services and programs needed by students, which is not directly provided by the University. Student Affairs is continuously working on providing opportunities to develop student leadership & social skills as well as individual responsibility through participating in student activities and organizations. Carrying out recreation programs and services and working with students to develop arts and various cultural programs and advising the student government organization.
- The student union is the foundation of which various organizations stem from. The SU is a key player in shaping the campus activities as well as being a main participant in influencing the UST student's social responsibility.
- A wide range of other campus activities and organizations exist like ICGE, Economics”, MUN ‘United Nations’, AIESEC “Internships abroad”, and MAL ‘Arab League

### 8.3. NEW STUDENT ORIENTATION PROGRAM

- A whole program designed to facilitate and assist transition and understanding the core values and life at UST as well as the importance of their education. The program supports integration of students from diverse backgrounds into the intellectual,



cultural and social climate of UST through interactive sessions, lectures, individual advising and peer academic and non-academic system, all working to develop the students' ability to form and shape a solid education plan.

- The Orientation program will not be complete without providing social and informational programs for both parents and new comers.

#### **8.4. CAREER ADVISING & SERVICES UNIT**

- The Career Services Unit is designed to assist UST students in their career explorations and decision making process.
- The unit provides career counselling to students, which will grow to become the main campus resource and hub for providing students & graduates with full and part-time employment opportunities. Additionally, the unit will grow its corporate network and creating a database of potential employers and available work opportunities as well as setting a matching mechanism between UST student job seekers and external employers.
- Building on partnerships with faculty and University staff, career services will provide information, programs, and consultations to help them better understand the career-related needs of students. All focusing on preparing UST students for the workforce
- In partnership with alumni, parents, and employers, career services will develop informational and experiential networks and that involve them as resources in support of providing training and career opportunities for students.

#### **8.5. STUDENT COUNSELLING & MENTORING UNIT**

- Experienced counsellors are available at the University of Science and Technology to help students through times of personal crisis. They will perform assessments for students in need of counselling and subsequently determine the services that will best assist them.
- These services include: psychotherapy, psychiatric consultation, academic skills assessment, support groups, assessment and treatment for alcohol and/or drug abuse, referrals, emergency intervention, and health promotion and wellness programs.
- The mentoring program is organized by the office of Student Affairs to enrich the students' university experience.
- The University is in the process of implementing a mentoring program that will provide an opportunity for students to connect one-on-one with our excellent instructors, advisors and faculty members in addition to peer mentors to help develop skills that serves them in their personal life as well as academic and professional career.

#### **8.6. EDUCATION ABROAD OPPORTUNITIES & INTERNATIONAL STUDENTS**

- The education abroad is the ultimate educational experience. The Student Affairs Office is working, in alignment with the university's mission, on positioning UST on the international education map to both attract international students & scholars, to our current and new campuses. This will create real study abroad openings for our

distinguished students to experience living and studying in a completely different setup.

- The education abroad will work closely with our faculty members on establishing specific study abroad and research agreement with top international universities.
- This function will grow to provide a full and complete range of services to both incoming and outgoing students and researchers, providing all the needed support services that are rendered by this unit. Services offered, and not limited to, securing scholarships, visa services, specially designed orientations, credit transfer, housing etc....

## 8.7. STUDENT HOUSING & RESIDENTIAL LIFE

- Until the UST housing facility is established, the Student Affairs Department will provide assistance to students seeking residential areas in neighbourhoods around the UST campus. Guidance will be given to students, especially those who come from other governments, for rental of places with special negotiated prices for the University students.

## 8.8. ATHLETICS & SPORTS FACILITIES

- Developing sports and recreational programs highlighting the core sportsman ethics and values to complementing the students' overall student life qualities is key to completing the student experience at UST.
- The unit will provide and coordinate the use of our current campus facilities up until the move to our new campus.
- Fostering academic success by developing tolerance for individual differences throughout different sports and teams. All in the context of extracurricular educational opportunities by participating in recreational sports and different leadership positions.

## 9. UNIVERSITY RESOURCES AND SERVICES

### 9.1. DINING & FOOD SERVICES

- A selected company for catering and food services is supervised by the University administration.
- The Company provides a variety of healthy catering services to all faculty, students, researchers and staff.
- The Cafeteria is located in the Basement, opening hours are from 8:30 am to 6:00 pm every day except for Fridays & Saturdays.
- UST may offer meal plan contracts for students, faculty and staff whereby a semester-based fee is paid per semester for a fixed number of meals per week.

### 9.2. TRANSPORTATION

- Zewail city offers a Bus Service for faculty, students and staff.

- Meeting points in several districts of Cairo are assigned to provide transportation service to and from Zewail City according to schedule.
- To join this service you need to fill in a request form in the Student Service Centre. A complete list of the bus schedule will be available on Zewail City website: <http://www.zewailcity.edu.eg/main/index.php?lang=en>

### 9.3. PARKING POLICY

- UST map demonstrates parking zones with numbered parking lots designated for faculty, staff and students.
- Members of the University community who need to park on campus must obtain a permit from Transportation & Parking Services.
- UST reserves the right to ticket to or boot vehicles parked on University property in violation of parking policy.

### 9.4. LIBRARY

- The Library Mission is to serve the information needs of the University's current Students, Faculty, Staff and Researchers who hold a valid University of Science and Technology IDs, with a large collection of books and research resources.
- Policies on admittance and borrowing, hours, and services are applied by the Library Administration staff.
- The Library opens an automated system to provide many volumes, and includes laptops for the use of the faculty, students, researchers and staff.

#### 9.4.1. LIBRARY POLICY

- Zewail City ID Card is required for library entrance.
- Group study is not allowed in the library
- Silence and a quiet place should exist in the library
- No eating, drinking or smoking in the library
- No mobile phone usage is allowed in the library
- No meeting point in the floor space of the library
- Photocopy Service is allowed for a fee of 10 piasters/page
- Late fees are charged on delayed books

#### 9.4.2. LIBRARY SCHEDULE

- Sunday - Thursday (8:30 am - 9:30 pm), Friday closed, Saturday (9:30 am - 7:30 pm)
- Visit: <http://library.zewailcity.edu.eg>
- Exact dates of holidays are to be confirmed by official notice

#### 9.4.3. LIBRARY RESOURCES

**The University library includes the following online access:**

- Institute of Electrical and Electronics Engineers (IEEE) digital library

- American Association for Advancement of Science (AAAS)
- Institute of Physics (IOP)
- The Institution of Engineering and Technology (IET)
- Springer Books
- Springer Journals
- Nature

## 9.5. THE UNIVERSITY CLINIC

- The University clinic provides a Health System and medical services to all of the UST community.
- The physicians and the nurses are available every day from 8:00 am to 8:00 pm, except for Fridays and Saturdays.

## 9.6. CONFERENCE AND EVENT SPACES SERVICES

- The University of Science and Technology has various places for events and conferences. Halls, lounges are available.
- Conference and Event Services offers assistance to academic and administrative departments in planning any University conference or event.
- The Services include: consultation to plan a successful conference registration, equipment provision, clean up services for outdoor/indoor events.

## 9.7. BANK & ATMS

- There are two automated teller machines linked to Fawry services. The ATMs are located on the ground floor.