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ACADEMIC REGULATIONS

OF

UNDERGRADUATE PROGRAMS

SCHOOL OF COMPUTATIONAL SCIENCES AND ARTIFICIAL INTELLIGENCE

UNIVERSITY OF SCIENCE AND TECHNOLOGY

ZEWAIL CITY OF SCIENCE, TECHNOLOGY AND INNOVATION

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GLOSSARY

ZC	Zewail City of Science, Technology and Innovation
UST	University of Science and Technology
CSAI	Computational Sciences and Artificial Intelligence
GPA	Grade Point Average
cGPA	Cumulative Grade Point Average
sGPA	Semester Grade Point Average
SCU	Supreme Council of Universities

DEFINITIONS

- A **Program** represents the area of study a student has chosen to pursue for the bachelor's degree.
- A **Major** is a part of a Program which consists of a specified common group of courses in the discipline(s) covered by the Program.
- A **Concentration** is an alternative track of courses within a Program.
- A **Minor** consists of a specified group of courses in a particular discipline or field that a student optionally chooses outside the Program.
- A student's **Grade Point Average (GPA)** is a measure of the student's academic achievement. The GPA is defined by a number on a scale of 0 to 4.0, representing the weighted average of the accumulated final grades earned in courses within the student's Program.
- **Cumulative GPA (cGPA)** refers to the overall GPA accumulated at the time of GPA calculation.
- **Semester GPA (sGPA)** is calculated for a single semester.
- A **Credit Hour** is the measuring unit for educational credit a student receives for successfully completing a course. The total credit hours for a course depends on the number of classroom hours per week spent in the course.
- A **Degree** is conferred by the university after the student satisfactorily completes the required number of credit hours with at least the minimum required cumulative GPA as specified in this handbook.

1. STUDYING AT THE UNIVERSITY OF SCIENCE AND TECHNOLOGY

The University of Science and Technology (UST) is an integral part of Zewail City of Science, Technology and Innovation (ZC). It is the hub connecting academic excellence in cutting-edge research at the research centers and the industry through the Valley of Science and Technology. UST invests in the younger generations through providing the optimal environment for learning and development.

The programs and their study curricula at UST are carefully designed to prepare our graduates to take the leadership roles in the information age and equip them with the necessary knowledge and skills to face the challenges in our region; such as endemic diseases, the need for improved health care systems, environmental management, water treatment, and the utilization of our rich renewable energy resources. 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 choose to continue their academic careers and become actively involved in research and teaching. Other UST graduates may choose to take the skills they learned at UST into employment in business and industry in both technical and non-technical jobs. Other UST graduates may choose to combine their technical skills with entrepreneurial roles in starting new businesses.

2. 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.

3. STRUCTURE OF THE UNIVERSITY OF SCIENCE AND TECHNOLOGY

UST currently includes four schools: the School of Science (SCI), the School of Engineering (ENGR), the School of Computational Sciences and Artificial Intelligence (CSAI), and the School of Business (BUS) (Figure 1). The School of Science and the School of Engineering have been offering academic programs since 2013 while the School of Computational Sciences and Artificial Intelligence have started offering its academic programs in 2022. Besides the four schools, UST includes a General Education Department that offers English language, humanities, and social sciences courses to all UST schools and programs.

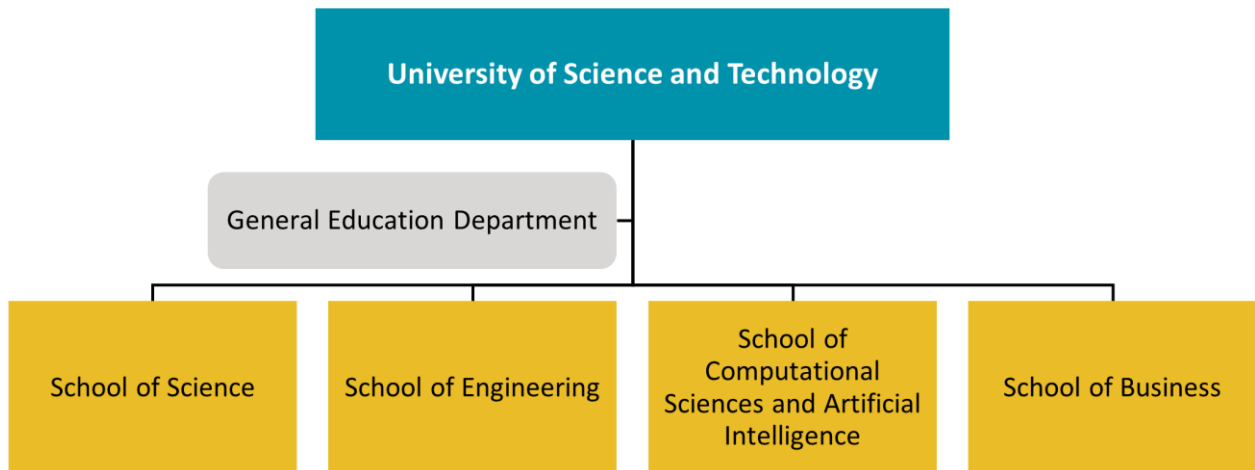


Figure 1. The schools within the University of Science and Technology at Zewail City.

4. STRUCTURE OF THE SCHOOL OF COMPUTATIONAL SCIENCES AND ARTIFICIAL INTELLIGENCE

Computational Sciences and Artificial Intelligence are at the heart of the technological shift that is redefining the way people work, learn, communicate, conduct business, and receive healthcare just to name a few. Zewail City is leading the scientific renaissance of the Egyptian society, of which the school of Computational Sciences and Artificial Intelligence (CSAI) will be a core pillar.

CSAI aims to offer a unique addition to computational science education in Egypt. The integration of analytics as a core competency throughout the study at this school adds a unique advantage to its students. Analytics and data mining assist the students to acquire the knowledge, techniques, and skills to be applied in both the academic and industrial fields.

Sustainability and building a thriving green economy that is harmonious with nature and responsive to the needs and aspirations of the Egyptian, regional, and international population is a matter of survival for our planet. Hence, the academic programs at CSAI weave sustainability into the knowledge disseminated at ZC. Sustainability is not an afterthought; it is rather a core pillar of how technology is developed, deployed, and maintained.

CSAI aspires to be the preeminent higher educational institute in Egypt in its field of specialization. The school also envisions establishing mutually beneficial ties to the international leaders in the pertinent industry and academic institutions.

Figure 2 shows the complete structure of the CSAI school, including the offered programs and concentrations. The programs offer their concentrations (if any) per intake depending on the number of enrolled students and according to program resources and UST administration approvals.

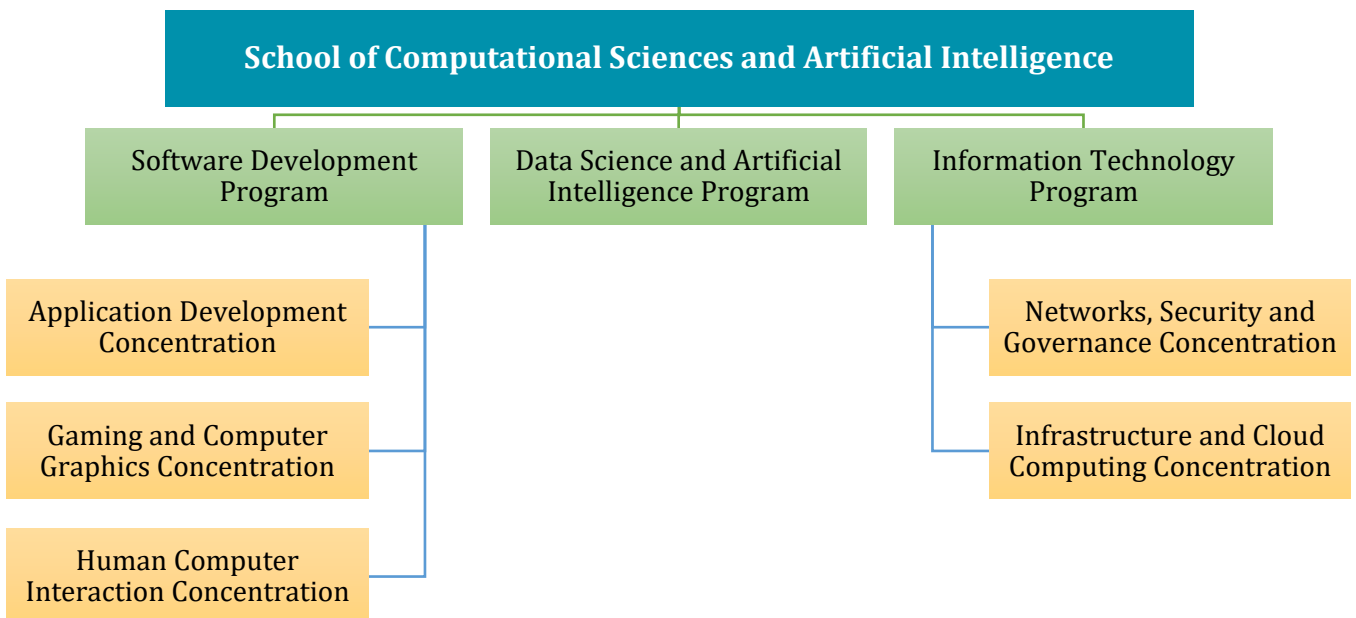


Figure 2. Programs offered by the school of Computational Sciences and Artificial Intelligence.

5. APPLICATION PROCEDURES AND EVALUATION

5.1. BASIC REQUIREMENTS TO APPLY

- CSAI accepts applicants from the Egyptian Secondary School General Certificate (Thanaweya Amma) Math/Science sector or equivalent certificates approved by the Supreme Council of Universities (SCU) according to the validity period set by SCU for the certificates.
- The minimum required score for applying is announced by UST on annual basis when admissions are opened.

5.2. TRANSFER CRITERIA

Undergraduates who are applying for admission to UST and have completed courses at a nationally or internationally accredited college or university other than UST may request an evaluation for transfer of credit hours.

External non-UST courses may be considered for transfer credit if all criteria for assessment are met. Transferred courses can be used to satisfy UST university requirements, CSAI school requirements, and program requirements (major and concentration requirements).

The external courses must first be officially accepted into the university through the Registrar Office. After the external courses have been approved and deemed transferable by the Registrar Office, the programs determine if each of the approved transferable courses can be used to satisfy a university/school/program requirement based on a comparison between the complete non-UST course syllabus to be transferred and the UST course syllabus. In all cases, a maximum of 33 credit hours of the approved transferable courses may be accepted for transfer.

• Transfer Regulations

- 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.
- 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 Cumulative Grade Point Average (cGPA) of at least 3.00 or a minimum accumulative general grade of Very Good to be considered for application.
- The certificate for secondary school completion will be considered as a main factor in the admission process and the applicant must meet the minimum high school requirement announced at the time the applicant has completed the secondary school.
- The student should pass the interview.
- The external courses to be transferred have been completed at a nationally accredited institution in Egypt or at an officially recognized institution in a foreign country (recognized by SCU or ABET accredited).
- The external courses to be transferred are substantially similar to CSAI courses and no more than five years have passed since the courses were completed.
- The final grade for each potential transfer course should not be less than a 'B' grade or "Very Good" as assigned by the institution from which the student is being transferred.

- Partial course transfer is not accepted; only full transfer satisfying the criteria set in this section is allowed.
- 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 **33** semester credit hours may be counted toward a bachelor's degree at CSAI.
- Transcripts from the nationally or internationally accredited institution must be sent directly to CSAI. CSAI cannot accept transcripts directly from the student. The transcript should clearly indicate all of the following information for each course:
 - a. Course code or number
 - b. Course title and description
 - c. Final grade earned
 - d. Course credits earned
 - e. Course Syllabus
- After the Program Director evaluation, a credit transfer committee within the program should be formed to evaluate the transferable courses. Recommendations of the committee are to be reported to the Dean of Academic Affairs.
- A university committee chaired by Dean of Academic Affairs makes the final decision regarding the recommended transfer credits.

5.3. INITIAL EVALUATION

- Interested candidates should complete the UST online initial evaluation form to ensure that they meet the basic requirements set forth by the UST 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.

5.4. 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, National ID, or a Passport copy.
 - c. Proof of English proficiency if available: Test scores of IELTS (Academic), TOEFL (IBT), or Pearson PTE (Academic)
 - d. Passport-size photo with a white background
- After submission of the application, the applicant will receive an e-mail confirming the successful submission and assigning an applicant ID number.
- Along with receiving the applicant ID, the applicant will receive instructions to pay the non-refundable application fees.
- All applications will be processed, and only short-listed candidates will be selected to take the English Placement Test.
- Only short-listed candidates will be selected to be interviewed.
- The applicant should keep a copy of confirmation e-mails from the UST Admission Office to present at the UST gate along with their National ID Card or Passport.
- Incomplete applications and applications submitted beyond the deadline will not be considered.

5.5. ENGLISH PLACEMENT TEST

- Since English is the language of study at UST, all applicants are required either to submit IELTS (Academic), TOEFL (IBT), or Pearson PTE (Academic) test scores fulfilling the UST English proficiency requirement (to be announced on yearly basis on the website) or to pass the UST English Placement Test (EPT).
- **The EPT is a computer-based exam that consists of four sections:**
 - a. Listening
 - b. Reading
 - c. Writing
 - d. Speaking

5.6. PERSONAL INTERVIEW

- The top applicants will be invited for a personal interview to evaluate:
 - a. Motivation to attend UST.
 - b. Problem solving skills.
 - c. Emotional stability.
 - d. Communication skills and self-confidence.

5.7. 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 (نموذج 2) for all male students and (6 جند) for Egyptian male students with birth dates before 1998.
- Copy of passport for non-Egyptian students.
- Medical certificate and HIV certificate for foreigners.
- High school certificate as follows:
 - Holders of the Egyptian secondary school (Thanaweya Amma ثانوية عامة) Certificate should submit their original certificate.
 - Applicants with non-Egyptian secondary school certificates must have an equivalent high school certificate approved by the Supreme Council of Universities in Egypt (SCU). The high school certificate should be endorsed by the authorities concerned in the country issuing it, the Egyptian Embassy, and the Egyptian Ministry of Foreign Affairs and approved by the Public Administration for Examinations الإدارة العامة للامتحانات (Ministry of Education).
- High school certificate holders from outside Egypt must provide a proof of residence abroad. The proof must be authenticated by the Egyptian Cultural Counsellor or the Egyptian Embassy. An alternative would be to present the student's passport indicating the entry and exit dates during the study period or to present an official entry/exit travel record.
- Original document of Arabic Language and Religion exams Thanaweya Amma level for foreign certificate holders, if available.

6. TUITION AND SCHOLARSHIPS

6.1. TUITION

- Studying at UST is based on the Credit Hours system, in which a Credit Hour is the measuring unit for the student workload.
- Tuition is calculated based on the number of registered credit hours in each academic semester.
- The tuition fees include access to mandatory laboratory supplies for experiments, library, scientific databases, and access to career advising services.
- After the final acceptance of joining UST, the student must immediately pay a non-refundable deposit of 10,000 EGP (Ten Thousand Egyptian Pounds).
- The tuition fee per credit hour is subject to an annual increase for the newly admitted students.
- The tuition fees for the newly admitted students are announced by the start of each Academic Year.
- Students are required to complete 132 credit hours to graduate.
- All remedial English courses registered by the students are added to the required tuition fees. An English Remedial course cost is equivalent to (one) credit hour. The repeat policy applies to the remedial English courses.
- The tuition fees may be paid through instalments as per each student's payment plan by submitting the original payment receipt to the Student Accounts Office each semester.

6.2. SCHOLARSHIPS

- One of the UST major priorities is providing scholarships to its Egyptian students, to achieve the 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 several full and partial scholarships based on merit and the university resources.
- Scholarships are only for tuition and do not cover course repeat fees.
- Scholarships are only available for full-time students.
- Scholarship scheme is to be announced on the ZC website.
- The announced scholarship scheme is subject to change for newly admitted students.
- Scholarship recipients' status is re-evaluated by the end of the Summer Semester of every Academic Year

6.3. PAYMENT OF TUITION FEES

6.3.1. PROCEDURES AND INSTRUCTIONS

- Online registration should be completed by the deadline mentioned in the UST calendar.
- All non-Egyptian students or students whose parents live or work outside Egypt are required to pay their Tuition fees in Egyptian Pounds.
- If the student believes that any of the fee information displayed is incorrect, he/she has to contact the System Administrator – Office of Admission and Registration.

6.3.2. TUITION FEES PAYMENT PERIOD

- The payment process of the University Tuition fees is allowed only during the Registration period announced (see section 08.6).
- Students who are having their Tuition fees 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 are responsible to make sure that their payment is finalized before the deadline of payment.

6.3.3. DEFERRED PAYMENT

- With the permission of the office of the Admission and Registration/ Office of Financial Affairs, students may be allowed to defer payment of up to 50% of their Tuition Fees.

6.3.4. LATE FEE

- For students who do not pay the due amounts by the announced deadlines, they will be required to pay a late fee as specified by the Board of Directors. The late fee will be due at the time of paying the overdue tuition fees.

6.4. TUITION REFUNDS

- In case of withdrawal from UST, the student is entitled to a full or partial refund of tuition fees according to the policy given in Table 1.

Table 1: Refund policy in case of withdrawal from UST.

Allowed Percentage of Tuition for Refund	Time of Withdrawal from Start of 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.
- The refund policy is applied to the returning and new students. In addition, for new students, the initial payment of 10,000 EGP (Ten Thousand Egyptian Pounds) will not be refunded.

7. RIGHTS AND RESPONSIBILITIES OF STUDENTS

7.1. PRIVACY RIGHTS OF STUDENTS

- UST has adopted policies and procedures to protect the privacy rights of students.
- UST provides access to student records and files only to those employees who have justification for using the student records connected with the employee's university responsibilities.
- A written consent has to be received from the student before any restricted data is released from the student's record to any party except those authorized by UST. 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 UST officials who have a legitimate educational interest.

7.2. STUDENTS' RESPONSIBILITIES

- All undergraduate students are urged to carefully read and familiarize themselves with the Academic Policies and Regulations in this handbook.
- These Policies and Regulations are established to control all procedures set by the University regarding the undergraduate programs. Based on the student's awareness, these policies and regulations will not be waived.
- Students are responsible for following all policies and procedures and meeting deadlines and requirements.
- The responsibility is not limited only to this handbook but also includes all the requirements of the student's field of study.

8. ACADEMIC POLICIES AND REGULATIONS

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

8.1. DECLARING PROGRAM AND CONCENTRATION

- Students applying for admission to CSAI choose their Program during the admission process.
- Students should choose their concentration within the Program after successfully completing 50 credit hours.
- Concentrations are offered depending on the number of enrolled students and according to Program resources and UST administration approvals.

8.2. ACADEMIC YEAR

- The Academic Year at UST includes two main semesters, a Fall Semester, and a Spring Semester. Some courses are also offered in the summer. However, taking courses during the Summer Semester is optional for students.
- The regular semester length is 16-17 weeks including the final exam period.
- The Summer Semester is a compressed semester into 7-8 weeks including the final exam period.
- Start and end of semesters for each Academic Year are published in the UST Academic Calendar which is posted on the ZC website.

8.3. ACADEMIC LOAD

- UST applies the Credit Hours system, in which a Credit Hour is a measuring unit for the student workload.
- One Credit Hour is equivalent to a specific number of weekly contact hours as clarified in the following table:

	Weekly Contact Hours	Credit Hours
Lecture	1	1
Practice Session	2	1
Lab	3	1

- The maximum approved course load is 18 credit hours per semester.
- Students with a cGPA of at least 3.00 are allowed to overload; they can register up to a maximum of 21 credit hours. Overloading with the same limit is also allowed for students who will graduate in the same semester in which they are requesting course overload.
- For the Summer Semester, students are allowed to register for a maximum of 6 credit hours.
- A student enrolled for 12 credit hours or more is considered to be a full-time student.
- A student enrolled for less than 12 credit hours is considered a part time student and will not be entitled to any UST enrolment certificate.

8.4. UNDERGRADUATE CLASS LEVEL

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

- a. Freshman from 0 – 32 credit hours
- b. Sophomore from 33 – 64 credit hours
- c. Junior from 65 – 96 credit hours
- d. Senior from 97 credit hours and above

8.5. COURSE CODES

UST offers courses identified by codes composed of three to six letters representing the program/department offering the course, in addition to three digits representing the course level.

Course Level	Target Student
100	Freshman
200	Sophomore
300	Junior
400	Senior

The codes descriptions of offered courses by all programs/departments are given in the following table:

Course Code	Description	Program/Department Offering the course
CSAI	Computational Sciences and Artificial Intelligence	School of Computational Sciences and Artificial Intelligence
DSAI	Data Science and Artificial Intelligence	Data Science and Artificial Intelligence Program
ENGL	English	General Education Department
ENGR	Engineering Topic	School of Engineering
IT	Information Technology	Information Technology Program
ITCC	Infrastructure and Cloud Computing	Information Technology Program
ITNS	Networks, Security and Governance	Information Technology Program
MATH	Mathematics	Math Department
PHYS	Physics	Physics Department
SCH	General Education	General Education Department
SW	Software Development	Software Development Program
SWAPD	Application Development	Software Development Program
SWGCG	Gaming and Computer Graphics	Software Development Program
SWHCI	Human Computer Interaction	Software Development Program

8.6. COURSE REGISTRATION

8.6.1. SELECTING COURSES

- The student is required to carefully select courses from the University-scheduled course list for the current semester.
- With the guidance of the Academic Advisor, the selection of courses should satisfy the University, School, and Program (Major and Concentration) requirements, noting that no course can be registered without passing the prerequisite courses stated in the course catalog.

- **Course Restriction:**

A 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."

8.6.2. REGISTERING COURSES

- Students must register for their courses during the registration period announced in the UST Calendar for the Academic Year.
- Before registration, the student must clear any related holds (Financial, Advising, Medical, Admission, etc.) to have access to online registration. A late fee will apply after the registration due date.
- UST reserves the right to require earlier completion of registration by pre-registration and prepayment of tuition and other fees.
- Registered students must enrol in at least a minimum of 12 credits required and approved by UST or the students' registration will be cancelled.
- 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 selected courses and sections.
- The student must make sure to get the approval for alternative courses/sections in case a section is closed, or no places are available.

8.6.3. LATE REGISTRATION

- A fee will be charged for late registration after the first day of classes. Students may not be permitted to register after the late registration period during the first week of classes without written approval from each course instructor and the Program Director.
- New Students are allowed to pay late during the first week of the semester without a Late Registration Fee.

8.6.4. 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 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 clearly indicate the reason for registering the course as an independent one. This form should be submitted during the registration period with the approval of the course instructor and the Program Director.

8.7. REQUIREMENTS FOR GRADUATION

- The student must satisfactorily complete a minimum of 132 credit hours.
- Out of the 132 credit hours, the student is required to successfully complete at least,
 1. 16 credit hours of University Requirements constituting a set of Humanities and Social Sciences courses which are designed to provide UST students with skills and knowledge to develop an intellectual, well-rounded, and successful personal identity,
 2. 50 credit hours of CSAI School Requirements that provide CSAI students with skills and knowledge essential to develop a successful CSAI graduate, and
 3. 66 credit hours of Program Requirements, including Major Requirements and Concentration Requirements, if any.
- The concentrations are offered depending on the number of enrolled students and according to program resources and UST administration approvals.
- To qualify for graduation, a student must achieve at least an overall cGPA of 2.00.
- Students must complete all requirements and graduate within a maximum of 8 years.
- Students unable to carry a full course load may be permitted to take more time to complete their degree. However, approval from the Dean of Academic Affairs is required for the extension of the study period.
- Students must undertake an independent Capstone Project during the last two semesters of their program. The purpose of the project is to demonstrate students' abilities to practice in their chosen area of expertise and apply knowledge gained from their academic and internship experiences. Topics are selected by groups of students and approved by the Program faculty advisor. Topics must be related to applied industrial problems using an integrated approach.

8.8. MINIMUM SATISFACTORY ACADEMIC PERFORMANCE

- The minimum academic requirement in any semester is getting a cGPA of 2.00.
- A student who fails to meet this minimum requirement will be placed on probation. If the student's cGPA is below 2.00 in two consecutive semesters, the student will be required to withdraw from UST.

8.9. PROBATION AND DISMISSAL

8.9.1. PROBATION

- Students are given an academic warning and are placed on probation for failing to achieve a cGPA of 2.00.
- Students on a probation status are not permitted to register for more than 12 credit hours per semester, they are also not allowed to participate in the University extracurricular activities.
- Students on probation have two consecutive warning semesters (WS1 and WS2) to improve their cGPA to 2.00 or above. In addition, students on probation must achieve a minimum semester GPA (sGPA) of at least 2.00 in the first warning semester (WS1).
- Failing to get out of probation leads to dismissal as illustrated in Figure 3.

8.9.2. DISMISSAL

- Academic dismissal terminates the student's relationship with UST for unsatisfactory academic performance. Students may not register in UST courses in this case and dismissal status is recorded in their transcripts.
- The following categories of students are subject to dismissal for poor academic performance:
 - a. Students on probation who fail to achieve a minimum semester GPA (sGPA) of 2.00 in the courses taken during the first warning semester (WS1).
 - b. Students on probation who fail to achieve a minimum cGPA of 2.00 in the two warning semesters (including those who achieved a minimum sGPA of 2.00 in the first probation semester WS1 but failed to achieve a minimum cGPA of 2.00 at the end of the second warning semester WS2).
 - c. Students whose study period is expired and do not graduate within a maximum of 8 years.

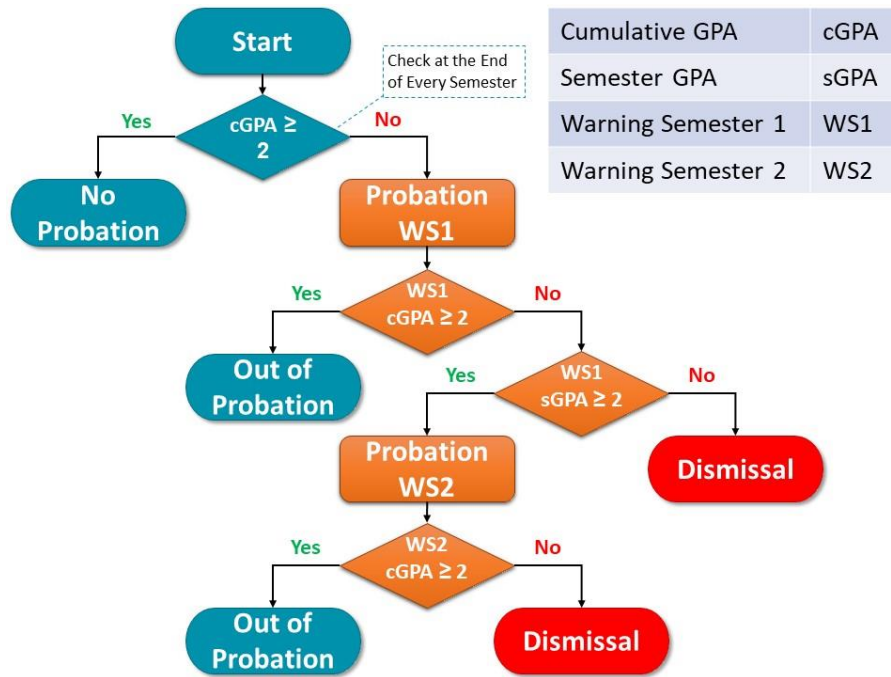


Figure 3 A chart clarifying the UST Probation and Dismissal policy.

8.10. CHANGE OF COURSE

A change of course after the deadline of advising and registration stated in the UST Academic Calendar requires new approvals from the instructor and the Program Director with careful attention to the degree requirements. The “Change of Course” form should be submitted to the Office of Admission and Registration including all corrections to the courses.

8.10.1. CHANGE OF COURSE CONDITIONS

- The student is responsible for reviewing his/her enrolled courses on the UST online portal and to submit the required “Change of Course” form.
- No courses will be added after the Add/Drop period deadline stated in the UST academic calendar, unless approvals are granted by the course instructor and the Program Director.
- No change in required courses or substituted courses is permitted except with university approvals by the course instructor and the Program Director.
- 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 of dropping courses or the deadline of withdrawing from the program.
- A student who stops attending the course without submitting an approved and completed “Drop Form” will receive an “F” grade.

8.10.2. ADDING/ DROPPING COURSES AND CHANGES IN SCHEDULES

- Students may Add/Drop courses during the allowed period before the beginning of any semester and during the first week using the UST online portal.
- Approval of the Program Director is required for Add/Drop actions.
- The Add/Drop Form should be submitted to the Office of Admission and Registration.

8.11. EXCLUSION AND WITHDRAWAL

8.11.1. EXCLUSION FROM A COURSE

- The course instructor may give a written warning to any student who disregards or disrespects the course, and with the approval of the Dean of Strategic Enrolment 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 file any petition or fill out the “Course Survey” Form.

8.11.2. 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 Program Director before submitting the form to the Office of Admission and Registration.
- Students who withdraw after the Add / Drop deadline (with a grade “W”) announced in the Academic Calendar are required to submit an Add / Drop form through the online petitions’ portal. The students will be assigned a grade of WP or WF by the course instructor. This grade will be posted to the student academic transcript. No academic credit is given for courses graded with WP/WF.
- Students who wish to return to UST after one or more semesters, will be required to fill out a readmission form, available in the Office of Admission and Registration.
- Readmission to the University is not granted automatically and will be subject to evaluation before approval.

8.11.3. WITHDRAWAL FROM THE UNIVERSITY

- Students who wish to withdraw from UST for a semester or more due to emergency circumstances should fill out a “Withdrawal Form” and “Add/Drop Form”.
- Students must obtain all approvals stated in the two forms.
- Students must obtain signatures from Course Instructors and Program Directors.
- Students must obtain signatures from the Library and Accounts Office.
- Students must submit the two aforementioned forms to the Office of Admission and Registration
- Students may apply for “Readmission” if they wish to return after one or more semesters.

8.12. ATTENDANCE POLICY

- The purpose of the attendance policy is to ensure that the 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 instructors to track the students' attendance.
- Students who are absent for more than 25% of the time in any course should not be permitted to attend the final examination and should receive a WF grade. Students must submit a "Drop Form" of the course before the deadline of dropping courses stated in the University Calendar. After the deadline, the student should receive an "F" grade or could be allowed to attend the final exam if he/she presents an approved justification for his/her absence, for example:
 - In case of illness, a medical report should be submitted to ZC clinic and approved by their Senior Physician.
 - A justified force majeure or emergency case.
- 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 with at full grade with a valid excuse.
- The ZC administration committee may decide to offer a course or more using the hybrid education methods after receiving such a recommendation from the program that offers the course. In hybrid education, the attendance can be 60% on campus and 40% online or with other percentages based on the nature of the course. This should be recommended by the relevant program curriculum committee and approved by UST Curriculum Committee and by the Executive President of ZC.

8.13. ASSESSMENT AND GRADING POLICY

Students' academic performance is evaluated throughout the semester. Course grades are based on multiple assessment items including quizzes, reports, projects, discussions, assignments, midterm examinations and the final examination. The final letter grade is posted on the student's record.

8.13.1. ASSESSMENT PURPOSE

- Assessing students' performance against the intended learning outcomes of the Course.
- Monitoring the effectiveness of the learning environment.
- Encouraging student learning.

8.13.2. ASSESSMENT WEIGHTINGS GUIDELINES

	Score Weight
Two Progress Exams OR One Progress Exam + One Project	30 – 45%
Homework / Assignments / Quizzes / Lab Assessments / Mini Projects	15 – 30%
Final	40%
Total	100%

8.13.3. COURSE GRADING SYSTEM

- The grading system reflects the work of the undergraduate student, evaluated and reported in terms of credits, grades, and grade points.
- Each student receives a letter grade for each course based on the sum of scores achieved by the student for the different assessment items in the course (see Section 8.13.2). Mapping of letter grades to total course scores is shown in the following table.
- Letter grades are assigned quality points on a scale from 0.00 to 4.00 as shown in the following table.

Percentage	Grade	Quality Points
≥ 95 % to 100 %	A	4.00
≥ 90 % to < 95 %	A-	3.67
≥ 85 % to < 90 %	B+	3.33
≥ 80 % to < 85 %	B	3.00
≥ 75 % to < 80 %	B-	2.67
≥ 70 % to < 75 %	C+	2.33
≥ 65 % to < 70 %	C	2.00
≥ 60 % to < 65 %	C-	1.67
< 60 %	F	0.00

- The following course letter grades are not assigned quality points and are not included in the Grade Point Average calculation (explained in Section 8.13.4).

Grade	Description
P	Pass (C and above)
F	Fail
I	Incomplete
W	Withdrew
WP	Withdrawal Passing
WF	Withdrawal Failing

8.13.4. CUMULATIVE GRADE POINT AVERAGE

- The Cumulative Grade Point Average (cGPA) is calculated by adding all the quality points, then dividing the resulting sum over the total number of credit hours.
- Rank-based grades are determined based on cGPA as shown in the following table.

cGPA	Rank
From 3.67 to 4.00	Excellent
From 3.00 to less than 3.67	Very Good
From 2.00 to less than 3.00	Good
From 1.67 to less than 2.00	Pass*
From 0.00 to less than 1.67	Fail*

* A student must achieve a cGPA of 2.00 or more to graduate.

8.13.5. INCOMPLETE WORK

- Undergraduate students who are unable to complete a course may submit a petition to postpone the course final exam beyond the examination period, provided that these students achieved a minimum of 60% of the coursework score.
- Any student submitting an incomplete petition must include an approved justification for not attending the final exam, for example:
 - In case of illness, a medical report should be submitted to the ZC clinic and approved by their Senior Physician.
 - A justified force majeure or emergency case.
- Actions necessary for the removal of the “incomplete” are as follows.
 - In such a case a grade of “I” for “incomplete” is assigned. The students must make arrangements with the instructor to complete the course within one month after the end of the exams of the same incomplete semester.
 - Failure to complete the course within the specified period causes the grade in that course to be recorded as “F” signifying failure.
- A student can have a maximum of 5 “Incomplete” grades throughout their course of study.
- If students have one incomplete grade, their academic load limit will not be affected the following semester. If they have more than one incomplete grade, the credit hours of the incomplete course will be included in their academic load for the following semester.
- Students who receive an incomplete grade(s) while on probation 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.

8.14. EXAMINATION POLICY

8.14.1. MIDTERM EXAMINATIONS

- The midterm examinations will be held during the first lecture of the scheduled examination week, unless otherwise agreed with students. Any changes should be reported to the Program Director, Faculty Administrative Assistants, and the Registrar Office.
- Midterm exams can be a case study, a written examination, or a project. The form of the exam should be announced clearly to the students on the first day of classes.

8.14.2. FINAL EXAMINATION

- Final examinations are given for classes during the Final Examinations Period announced each semester by the Office of Admission and Registration with the approval of the Dean of Strategic Enrolment Management and the Executive President.
- Program Directors are not authorized to change the scheduled date.
- Students must attend the Final Examination and achieve at least 30% of the final grade to pass the course.
- Unapproved absence from the examination results in an “F” grade in the course.

8.14.3. ONLINE EXAMINATION

- UST may decide to assess the students partially or completely online after receiving this recommendation from the relevant program. The structure of the assessment is based on the nature of the course. This should be recommended by the relevant program curriculum committee and approved by UST curriculum committee and by the ZC Executive President.
- For online examination, a remote invigilation system should be applied (such as proctoring software programs).

8.14.4. EXAMINATION CODE OF CONDUCT

a- Examinees are expected to:

- Be available at the exam venue at least 15 minutes before the exam.
- Bring all the necessary examination materials, e.g., pens, pencils, calculators, etc.
- Turn off mobile phones and put them in their bags with any other unauthorized materials at the front or rear of the exam venue as instructed by the invigilator.
- Show their ZC ID when asked and to place it on their desks throughout the exam.
- Always comply with the instructions of the invigilator.
- 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 student 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, wristwatch/timepiece, notations, or other aids.
- Possessing or using photographic, recording, or transmission devices.
- Removing 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 invigilators responsible for curbing or reporting improper conduct.
- Any other breach of conduct.

8.15. REPEATING A COURSE

- Students may repeat up to five courses. A “Course Repeat” form should be submitted to the Dean of Academic Affairs for approval. In case of failing to obtain a prior approval and/or repeating the course in the form of an “added” course, this will be subject to penalty, the course will be dropped, and the tuition will not be refunded.
- All attempts for the course will be recorded in the student’s transcripts. The latest grade will be used for GPA calculation (maximum grade of a repeated course is B+).
- 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 (if it was for improvement). A grade of “W” will appear in the student’s transcripts for the second attempt.
- **Repeating a course for improvement:**
 - Students may repeat a course once for the purpose of improving a grade, based on course availability and resources considerations.
 - Repeating a course for improvement is allowed only for courses in the same student level or less by no more than two levels (i.e., a Senior student cannot repeat a freshman course for improvement)
- **Failed Course Repeat Policy:**
 - Students are allowed to repeat failed courses for up to three consecutive times.
 - F grade is not 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.
 - F grade received for reasons of academic dishonesty will not be subject to repeat.
 - 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 the fourth and final time, changing program, or terminating the study program.

8.16. PURSUING A MINOR

- Students may elect one or more of the minors offered at UST. Electing a minor is optional, its credits do not count toward the credit requirements for the major, and its plan must be approved by the Program Director. A total of 5 courses are required in any minor.
- The minors must contain some upper-level courses. Courses may include those taken as electives with maximum of 2 courses. The Program Director may add specific courses to be included.

8.17. PURSUING DOUBLE MAJOR / CONCENTRATION

- A student who pursues a double major/concentration must consult his academic advisor before requesting the written approval from the Dean of Strategic Enrolment Management.
- The regulations of double counted courses will be subject to UST approvals.
- A student who pursues a double major must have an academic advisor for each major.
- A student who pursues double concentrations must select one to be included in his/her transcript, and the second concentration will be given in the form of a certificate.
- The credit hours for the second major/concentration do not count toward the credit hour requirements for the primary major/concentration.

8.18. TAKING COURSES ABROAD

Undergraduate students who are enrolled at UST may also request transfer credit for attending courses at an international institution which is officially recognized by SCU or is ABET accredited.

- UST Students looking forward to attending courses at an international institution should submit a pre-approval form to the Registrar Office signed by the Program Director and the Dean of Academic Affairs. All of the below information must be submitted along with the pre-approval form:
 - a. The Institution's accreditation (must be officially recognized by SCU or ABET accredited)
 - b. The Institution's grading scale or system.
 - c. The Institution's credit system (quarter, ECTS, semester)
 - d. 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)
 - e. The level of coursework (transfer credit can only be awarded for BSc-level work)
 - f. Course codes or numbers
 - g. Course titles and descriptions
 - h. Course Syllabus
- From the completed courses at international institutions abroad, no more than **33** semester credit hours may be counted for a bachelor's degree at CSAI.
- After completion of courses at an international institution, student's transcripts must be sent directly to CSAI. CSAI cannot accept transcripts directly from the student. The transcript should clearly indicate 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
- All documentation must be in the English language (or all documentation must have a certified English translation).
- The Program Director and Dean of Academic Affairs have to ratify Course transcript.
- The final grade posted for each approved transfer course is the ratified course grade.

8.19. AUDITING COURSES

- Students who audit a course do so for the purposes of self-enrichment and academic exploration. This is offered for UST students and non-UST students as well.
- Auditing a course allows an undergraduate student or an external student to take a class without the benefit of:
 - A grade or credit for a course
 - transcript
 - Enrolment certificate
 - Scholarship.

8.19.1. AUDITING FOR UST STUDENTS

- Students are not allowed to audit a course from their academic plan. Courses that are taken to satisfy university requirements, school requirements, program requirements are not to be audited.
- Students are not asked to satisfy the prerequisites or corequisites for audited courses.
- Students can only audit theoretical courses, not labs or language classes.
- Students are allowed to register a course as auditing during the drop and add courses week.
- Students cannot change from regular enrolment to auditing upon their preferences.
- Students may enroll in a maximum of one course per semester.
- Auditors are not required to submit any course work or attend final exams.
- Auditors are subject to all conduct, academic integrity, and academic regulations of the university.

8.19.2. AUDITING FOR NON-UST STUDENTS

Outsiders who are willing to audit UST courses are allowed upon satisfaction of the following conditions:

- Filling an application and submitting the most recent education certificate.
- Students can only audit theoretical courses, not labs or language classes.
- Students are allowed to register a course as auditing during the drop and add courses week.
- Students have to seek the Program Director's approval to enroll in a class.
- Auditors are not entitled to any enrolment certifications, military certifications, or transcripts.
- Auditors do not earn academic credit hours and receive no final grades.
- Auditors are charged for one credit hour per course plus course fees.
- Refund policy is applicable to auditing students.

8.20. NON-DEGREE PROGRAM

- Non-UST Students may apply to register in credit courses through UST Non-degree program for many reasons, inclusive of:
 - Building professional skills for career advancement.
 - “Test drive” a different field of study
 - Getting a feel for what UST courses and the UST experience are like
 - Completing prerequisite courses needed for another program (post graduate studies) in another institution.
 - The non-degree program is valid for a maximum of 32 credit hours/ 2 semesters.
- **Requirements:**
 - Students must submit the same application credentials as degree-seeking students.
 - Students should have completed a minimum of one year (30 credits) in another accredited post-secondary academic institution. The minimum cGPA required to be considered is 3.00.
 - Students must pass the personal interview.
 - No scholarship is available for the non-degree students.
 - Students are to be enrolled in courses based on seat availability.
 - Non-degree students are entitled for enrolment certificates and transcripts.
- **Tuition and Fees:**
 - Students pay tuition for credit courses at a per-credit rate announced for the same academic year of their enrolment to the non-degree program.
 - No scholarships are awarded to non-degree students.

9. RECORDS AND DOCUMENTS

9.1. STUDENT ACADEMIC RECORD AND TRANSCRIPTS

- All Academic Honours, Awards, and Student Standing appear in the student's academic record.
- Students are entitled to two free transcripts when they graduate or withdraw from UST in a good standing. For enrolled students, no transcript of academic record will be issued during the registration, examinations, grading, or graduation periods. Academic transcripts will not be issued when there remain financial obligations not met to the university.

9.2. 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 and Registration.

9.3. MILITARY SERVICES FOR EGYPTIAN STUDENTS

- Egyptian male students must identify their Military Service Status within 30 days of their 19th birthday.
- UST is responsible to implement and apply the regulations set by the Egyptian Authorities regarding the Military Service Law. (بطاقة ٦ جند) and (نموذج ٢ جند) are needed for deferring student's Military Service.

9.4. 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 UST Certificate to obtain a student residence visa if they are enrolled as full-time students.

10. HONOURS AND AWARDS

10.1. HONOURS DURING ACADEMIC PROGRESS

10.1.1. 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 in the Honour List at that particular year.

10.1.2. DEAN HONOUR LIST

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

10.2. HONOURS AT GRADUATION

10.2.1. A. H. ZEWAIL AWARD

- To be announced.

10.2.2. ZEWAIL CITY CUP

- Zewail City Cup is granted to students with the highest graduation cGPA and highest number of credit hours throughout the required years of study completed at the time of the Commencement.

10.2.3. ACADEMIC HONOURS FOR GRADUATION

- Graduating Students are considered for Graduation Honours if they have a minimum cGPA:
 - 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".

11. CODE OF CONDUCT AT UST

11.1. IMPETUS

- UST aims to establish an academic environment that reflects the 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 the UST community members will:
 - Be truthful and forthright.
 - Show integrity through honest and responsible actions.
 - Refrain from behaviors that endanger their own sustained effectiveness or that have serious ramifications for their own safety, welfare, academic well-being, professional obligations, or that for others.
 - Respect the physical property and the general resources 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.

11.2. STUDENT RIGHTS WITHIN THE UNIVERSITY COMMUNITY

With the approval of the Board of Trustees, UST affirms the following student right and privileges:

- a- The right to pursue academic goals without being subject to discrimination based on race, colour, religion, ethnicity, geographic origin, age, sex, marital status or handicapped status.
- b- Freedom to join organizations, speak freely, engage in discussion, make inquiries, exchange thought and opinion, publish and exchange findings and recommendations, speak, write, or print freely on any subject, and 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.

11.3. 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 and take credit for 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:

11.3.1. PLAGIARISM

- Plagiarism refers to 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- Quoting or using another person's words, ideas, opinions, thoughts, or theories (even if paraphrased into one's own words) without acknowledgment of the source.
 - c- Quoting or using of facts, statistics, or other data or materials (including images) that are not clearly common knowledge without acknowledgment of the source.

11.3.2. FABRICATION

- Fabrication means the 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

11.3.3. CHEATING

- Cheating is defined as obtaining or attempting to obtain, or aiding another to obtain credit for work, or any improvement in 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- Pre-programming 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.

g- Unauthorized collaboration with any other person on an academic exercise, including collaborating on a take-home or make-up academic exercise

h- Taking an exam for another person or having someone take an exam for a student.

11.3.4. OTHER ACADEMIC MISCONDUCT

- Other academic misconducts refer to any other act that disrupts the educational process or provides a student with an unrightful 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, Add/Drop 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.

11.3.5. 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.

11.4. CLASSROOM CODE OF CONDUCT

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

11.4.1. EXPECTED CLASSROOM CONDUCT

- Students should attend the class 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; they should have finished preparing all the required readings for that day.
- Students should not engage in behavior that detracts from the learning experience; examples are talking in class, sleeping, reading a newspaper or other outside work, unnecessary movement in and out of the classroom and any other distracting behavior 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 know 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 behavior as well as the language used in email and phone messages.
- Students must adhere to university rules regarding internet access and usage.

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

11.4.2. 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 Email, 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.
- Damaging the classroom.

- It is up to each instructor whether eating and drinking may be allowed as long as impact on others is minimised, and students clean up their garbage after class.

11.5. ADMINISTRATIVE CODE OF CONDUCT

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

11.5.1. 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.

11.5.2. 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 offence.
- 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.

11.5.3. 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 UST buildings or vehicles.

11.5.4. ALCOHOL

- Egyptian law prohibits the serving or drinking of alcohol in public places except in hotels, tourist establishments and clubs of a touristic nature.
- ZC policy does not only conform to Egyptian 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.

11.5.5. 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 have 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.

11.5.6. 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.

11.5.7. 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.

11.5.8. 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, UST encourages Freedom of Expression pertaining 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 tends 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.

11.5.9. 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.

11.5.10. 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.

11.5.11. 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.

11.5.12. 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.

11.5.13. OTHER ADMINISTRATIVE CONDUCT VIOLATIONS

- This refers to any other offence related to the operation of the university; such violation arises when a student:
 - a. Forges, alters, takes 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. Duplicates University building keys: this includes University Owned Housing keys.
 - d. Possesses or uses 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.

11.6. SANCTIONS

11.6.1. TYPES OF SANCTIONS

Whenever a student breaches the regulations or violates the University Code of Conduct, an investigation will be carried out; 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 advice 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 a result is maintained in the Dean of Strategic Enrolment 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 offences; 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 offences will lead to failure in the course.
- The student will be withdrawn from the course immediately following adjudication.

e. Suspension

- This refers to the 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

- This means the permanent separation from the University.

11.6.2. 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 they 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 this case, 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 and sent to the student
- Parents will be notified of the incident.

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 will be included in the official records.

11.6.3. 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:

- Students will be subject 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, and disrespect will result in the below sanctions:
- For 1st time offence:
 - 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. Parents will be notified of the incident.

- For 2nd time offence:
 - a. The student will be expelled from the University.
 - b. Notation of the incidents will be included 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 Office, Program Director and the Dean of Strategic Enrolment Management.
 - c- The student has the opportunity to respond to the alleged violation through a written document within five (5) Calendar days of the delivery date of the written notification sent 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 Office, Program Director, and Dean of Strategic Enrolment 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 Enrolment Management upon recommendation from the class instructor reserves 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 Enrolment 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.
- **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 Office, Program Director, and Dean of Strategic Enrolment Management .
 - 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.

11.7. 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: UST 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.

12. STUDENT LIFE AT UST

12.1. WHAT TO EXPECT OUTSIDE THE CLASSROOM

- 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.
- The Student Affairs services are established on being student centred. 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 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 ambitious students.
- The Student Affairs Office is committed to provide UST students with a rich student life experience.

12.2. CAMPUS ACTIVITIES AND 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 and social skills as well as individual responsibility through participating in student activities and organizations. It also carries out recreation programs and services and works with students to develop arts and various cultural programs and advising the student government organization.
- The student union (SU) 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

12.3. NEW STUDENT ORIENTATION PROGRAM

- A whole program is 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 academic and non-academic advising, 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 newcomers.

12.4. CAREER ADVISING AND TRAINING SERVICES UNIT

- The Career Advising and Training 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 and graduates with full and part-time employment opportunities. Additionally, the unit will grow its corporate network and create 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 develops informational and experiential networks that involve them as resources in support of providing training and career opportunities for students.

12.5. STUDENT COUNSELLING AND MENTORING

- Experienced counsellors are available at UST to help students through times of personal crisis. They 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.

12.6. EDUCATION ABROAD OPPORTUNITIES AND INTERNATIONAL STUDENTS

- 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 and scholars. This will create real study abroad openings for our distinguished students to experience living and studying in a completely different setup.

- The University will work closely with our faculty members on establishing specific study abroad programs and research agreements 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. The services offered include, but are not limited to, securing scholarships, visa services, specially designed orientations, credit transfer, housing, etc.

12.7. STUDENT HOUSING

- Zewail City provides the housing service on its premises; the Student Affairs department provides assistance to students seeking accommodation, especially to students from governorates outside of greater Cairo, to find accommodation at specially negotiated prices.

12.8. ATHLETICS AND SPORTS FACILITIES

- Developing sports and recreational programs highlighting the core sportsman ethics and values to complement the students' overall student life qualities is key to completing the student experience at UST.
- Such programs foster academic success by developing tolerance for individual differences throughout different sports and teams and by creating opportunities to participate in recreational sports and different leadership positions.

13. UST RESOURCES AND SERVICES

13.1. STUDENT IDENTIFICATION CARD

- The student who has successfully completed Advising/Registration and Payment of their tuition fees is allowed to obtain a UST ID Card.

13.2. DINING AND FOOD SERVICES

- A 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.
- 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.

13.3. 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 a specified schedule.

13.4. ON-CAMPUS PARKING POLICY

- UST map demonstrates parking zones with numbered parking lots designated for faculty, staff, and students.
- UST reserves the right to ticket or boot vehicles parked on the University property in violation of the UST parking policy.
- UST reserves the right to charge fees for granting parking permits to students to park their cars on campus.

13.5. LIBRARY

- The library mission is to serve the needs of the University's current students, faculty, staff and researchers who hold valid UST IDs by providing a large collection of books and research resources.
- Policies on admittance, borrowing, hours, and services are applied by the Library Administration staff.
- The library opens an automated system to provide many volumes, and includes computers for the use of the faculty, students, researchers and staff.

13.6. THE UNIVERSITY CLINIC

- The University clinic provides a health system and medical services to all the UST community members.

13.7. CONFERENCE AND EVENT SPACES SERVICES

- UST has various places for events and conferences such as halls and lounges.
- Conference and event services offer 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.

13.8. AUTOMATED TELLER MACHINES

- Automated teller machines (ATMs) are available inside Zewail City buildings.