

It's the first destination that the student directs to it for enrolling in the faculty, and restores to it for everything he wants to know about his admission, the study system, and what examinations he will perform until he is granted the scientific degree.

The first step of the newcomer when he directs to students' affairs of the faculty he has been accepted in it is bringing the nomination card from the coordination office, then the card will be extracted; student begins to frequent to Student Affairs Office for any subscriptions such as the transportation subscription, enrollment certifications, and others.

### Administrative Structure

Prof.Mohammed Sayed Dandrawy -Vice -Dean for Students and Education Affairs

Ms.Nahid Saad Bahr-Chairman of Students Affairs Department.

Serial	Name	Function
1	Ms.Fatma Abdullstar	Specialist of the first batch
2	Ms.Howaida Mohammed Ahmed	Specialist of the second batch
3		Specialist of the third batch
4		Specialist of the fourth batch
5		Specialist in the alumni affairs

### Acceptation Conditions:

- 1-The original copy of the high school certification
- 2-The original copy of the automated birth certification
- 3-Nomination card
- 4-2 copies of ID card
- 5-8 personal copies for female students/10 personal copies for male students

### First: bachelor's degree:

– The transfer and bachelor's exams are held in writing at the end of each academic semester separately, and the council decides

Quantity The practical content of each course of the study after its identification by the department council.  
competent.

– Transfer and Bachelor's exams are held in writing at the end of each academic semester in the courses that the student studied in his team and in the courses that he missed from previous years, with the exception of the research session and field training.

-For the student to enter the course exam, he must meet an attendance rate of at least 52%

and the faculty council, based on the request of the councils of the relevant departments, may issue a decision depriving the student of applying for the examination in the courses in which he did not meet the attendance percentage. In this case, he is considered

-The student fails these courses unless he presents an acceptable excuse not to count them as an opportunity to fail.

– The student will be transferred from the academic batch that he is enrolled into the blind academic group if he succeeds in all of the courses or he has failed more than two courses from his or her batches or from lower teams, and the student performs the exam with the courses he missed with the students of the batch in which he is studying and these courses are considered his success in these courses is graded (acceptable). An examination is also held during the month of October of each year. For the final year students, there are no more than two courses.

The student remains to repeat the academic batch in the following cases:

– If he fails the field training, and in this case it is limited, the student's habit of the squad is to repeat

Field training for a full academic year, except for field visits.

– If he failed or exceeded the percentage of absence specified by the regulation in the decisions of his team, or a lower difference

In more than two courses, and in this case, the student's return to the school batch is limited to what he failed or

exceeding the percentage of absenteeism in the course of the course or both.

– The research folly is considered a pass and fails the course, and it is not added to the quantitative total, and the student is not awarded a degree

Bachelor's degree only after passing this course.

– A student who is absent in the written examination is considered absent in the course and is not monitored for

draw view.

-The student's success in courses and in the general assessment is estimated by one of the following:

Excellent: 92% or more of the total scores

Very good: from 82% to less than 92% of the scores

Good: From 65% to less than 82% of the scores

Acceptable: From 52% to less than 65% of the scores

As for the student's failure, it is estimated by one of the following two grades:

Poor: from 35% to less than 52% of the scores

Very poor: less than 35% of the scores