



# Misr University For Science & Technology

<http://www.must.edu.eg>

**Student Guide**

## **University Bank Accounts in Egypt**

### **Arab Bank**

10<sup>th</sup> of Ramadan Branch

EGP and US\$ 250493

### **Misr International Bank (MIBANK)**

6<sup>th</sup> October Branch

EGP and US\$ 6700836

### **National Bank of Egypt**

6<sup>th</sup> October Branch

EGP 21/402392

US\$ 11/2364

## **Tel. Numbers & Contacts**

### **Address:**

Misr University for Science & Technology  
El Motamayez District – 6<sup>th</sup> October City – Cairo – Egypt  
P.O. Box 77

**Tel:** (+202): 38354698 – 38354696- 38354695 – 38354694  
38354689 – 38354687 – 38354686

**Fax:** (+202) 38354685 – 38354689

**Mobile No:** (+2): 0101634446 – 0101634442

0101634440-0101634441

**Short No:** 16111-16878 or 1MUST

**Email:** [info@must.edu.eg](mailto:info@must.edu.eg)

**Website:** <http://www.must.edu.eg>

## **Table of Contents**

---

<b>Subject</b>	<b>Page</b>
<b>1. Important Information for Freshman Students</b>	<b>4</b>
<b>2. University Colleges &amp; Majors</b>	<b>5</b>
<b>3. Admission</b>	<b>6 - 9</b>
<b>4. Academic Rules &amp; Regulations</b>	<b>10 - 13</b>
<b>5. Financial Regulations</b>	<b>14 - 16</b>
<b>6. Student Services</b>	<b>16 - 19</b>
<b>7. The University Calendar</b>	<b>19</b>

# 1. IMPORTANT INFORMATION FOR FRESHMAN STUDENTS

*Dear Student*

Congratulations on your admission to Misr University for Science & Technology (MUST).

- Please read this guide carefully and save it for future reference as it contains important information about the academic and financial rules and regulations you need to know to have trouble-free life in the university.
- Any changes in the rules and regulations included in this guide will be published on the university website (<http://www.must.edu.eg>). So, please make frequent visits to this site to keep up-to-date.
- After paying your tuition fees, contact the Admissions and Registration Department to get :
  - Your university ID card which you will need to carry out any transactions within the university.
  - An e-mail address for you on our e-mail server. You will need to check your e-mail frequently to receive important notices from your instructors or the academic advisor. You will also receive your grades each semester on your e-mail.
- Acquaint yourself with the university calendar included in this guide or on the website to know the dates and deadlines of important events such as registration, late registration, drop and add, course withdrawal, etc.
- When facing any academic problem, always refer to your academic advisor. If the problem is not resolved you may refer to the college dean and the dean of Students' Affairs' who may consult higher administrative authorities if needed.
- To ensure good channels of communication, you must report any changes in your home address or telephone number immediately to the Admissions and Registration Department.
- MUST expect from its students the highest standards of scholarly and social conduct. We have very high hopes of you, so keep up to that hope, please !

## 2. UNIVERSITY COLLEGES & MAJORS

University Colleges	Graduation Requirements
1. <b>College of Medicine</b>	254 Credit hours + one internship year
2. <b>College of Pharmacy &amp; Pharmaceutical Manufacturing</b>	200 Credit hours + 300 training hours
3. <b>College of Oral and Dental Medicine</b>	210 Credit hours + one internship year
4. <b>College of Physical Therapy</b>	190 Credit hours + one internship year
5. <b>College of Applied Medical Sciences :</b> <ul style="list-style-type: none"> <li>• Nursing Department.</li> <li>• Technology of Nuclear Medicine &amp; Radiology Department.</li> <li>• Laboratory Science Department.</li> <li>• Respiratory Care Department.</li> </ul>	152 Credit hours + one internship year
6. <b>College of Biotechnology</b>	140 Credit hours
7. <b>College of Engineering</b> which includes: <ul style="list-style-type: none"> <li>• Computer Engineering Department.</li> <li>• Construction Engineering Department.</li> <li>• Industrial &amp; Systems Engineering Department.</li> <li>• Architectural Engineering Department.</li> <li>• Electronics &amp; Telecommunications Engineering Department.</li> <li>• Biomedical Engineering Department.</li> <li>• Mechatronics Engineering Department.</li> </ul>	200 Credit hours + 300 training hours
8. <b>College of Information Technology</b> which includes : <ul style="list-style-type: none"> <li>• Computer Science Department (C.S).</li> <li>• Information Systems Department (I.S).</li> </ul>	140 Credit hours
9. <b>College of Business Administration and Economics</b> (English and Arabic Tracks) which includes : <ul style="list-style-type: none"> <li>• Accounting Department. (English – Arabic).</li> <li>• Political Science Department. (Arabic)</li> <li>• Business Administration Department.( English – Arabic).</li> <li>• Banking, Financing and Investment Department (English-Arabic).</li> <li>• Economics Department. (Arabic)</li> <li>• Hospital Administration Department. (Arabic)</li> <li>• Information Systems Department. (Arabic)</li> </ul>	165/168 Credit hours (According to specialization)
10. <b>College of Mass Media and Communications</b> (English and Arabic Tracks) which includes: <ul style="list-style-type: none"> <li>• Journalism Department.</li> <li>• Radio and Television Department.</li> <li>• Public Relations &amp; Advertising Department.</li> </ul>	150 Credit hours
11. <b>College of Foreign Languages and Translation</b> which includes : <ul style="list-style-type: none"> <li>• English Language and Translation Department.</li> <li>• German Language and Translation Department.</li> <li>• French Language and Translation Department.</li> <li>• Japanese Language and Translation Department.</li> <li>• Modern Greek Language and Translation Department.</li> <li>• Chinese Language and Translation Department.</li> <li>• Italian Language and Translation Department.</li> </ul>	150 Credit hours
12. <b>College of Archaeology and Tourist Guidance</b> which includes: <ul style="list-style-type: none"> <li>• Egyptian Archaeology</li> <li>• Islamic Archaeology</li> <li>• Archaeology and Civilization of the Arabian Peninsula</li> <li>• Restoration and Conservation of Monuments</li> <li>• Tourist Guidance</li> </ul>	144 – 150 Credit Hours (According to specialization)

### 3. ADMISSION

Read these instructions carefully before applying:

#### **Admission Policy**

- Misr University for Science and Technology (MUST) admits qualified students regardless of race, color, religion, gender or national origin.
- The university follows the rules and regulations of admission set forth by the Supreme Council of Universities and the Private Universities Council.

#### **Application for Admission**

Admission application fees are LE 200 (two hundred Egyptian pounds), non-refundable, and must be submitted with all the necessary documents and official papers in their original forms.

#### **Documents and Credentials Required**

##### **A. Freshman Students**

1. Completed Application Form for Admission.
2. Official certificate of General Secondary Education (certified and authenticated as required).
3. Birth certificate.
4. 6 personal photographs (passport size).
5. Form "2 GOND" (for male Egyptian Students, can be obtained from the post office).
6. Military card for male Egyptians above nineteen years of age. For those above twenty-two an official document stating the military status should be submitted.
7. Copy of ID card or passport (for non-Egyptian students).

##### **B. Transfer Students**

Applicants transferring from other educational institutions must submit all documents listed above in addition to the following documents :

1. An official transcript from the applicant's former college detailing the curriculum and the official grades obtained. Foreign transcripts must be certified by the issuing institution and authenticated by the Egyptian Embassy or Consulate in the country of origin.
2. A detailed description of all the courses studied, certified by the issuing institution (authenticated from the Egyptian Embassy for foreign students).

The number of credits to be transferred must not exceed 50% of the graduation requirements at MUST.

## General Admission Rules

All applicants, irrespective of the type of secondary school certificate they hold, should have completed a minimum of eleven years of regular schooling prior to admission to the university, and passed all subjects qualifying for admission into the various colleges as set forth by the Supreme Council of Universities.

- The minimum acceptable score for admission into the various colleges is announced at the beginning of each academic year.
- All applicants should submit original certificates, diplomas, transcripts and documents.
- Holders of certificates or diplomas from other countries should have their certificates and diplomas authenticated by the educational authorities issuing them and the Egyptian embassies in these countries.
- Holders of American High School Diploma and secondary school certificates from Russia and East European countries must have their diplomas and certificates authenticated by the Egyptian cultural attaché in each country.

## Admitting Certificates

**1. Egyptian General Secondary Certificate** (*Thanawiya Amma, Scientific and Literary branches*).

**2. Equivalent Certificates :**

**A. Certificates from Arab Countries (Scientific and Literary branches) :**

*The following subjects are not included in calculating the general grand total: Islamic studies, physical education, military education, and conduct and attarbiya al wataniya.*

**B. Foreign Certificates :**

**1. The British GCSE and IGCSE :**

Students applying for admission should meet the following requirements:

- *A Minimum grade of C in eight O-level subjects (extended) taken in no more than 5 sittings in the last three years prior to admission.*
- *Only one subject taken at two different levels (O, AS or A) can be counted.*
- *Arabic as a first language can be counted.*
- *Grades of (A) to (E) are accepted at the AS and A levels.*
- *Only one subject taken at two different levels (O and AS or A) can be counted as two subjects.*
- *If one subject is taken at the AS and A levels only the highest score is counted.*

**2. The American High School Diploma :**

*Holders of accredited American High School Diploma should meet the following requirements:*

1. *Eight subjects each taken as one complete unit as follows :*
  - *4 subject's minimum at grade 12.*
  - *2 subjects at grade 11.*

- *2 subject's maximum at grade 10.*
- 2. *SAT-1 score as determined by the Supreme Council of Universities each year.*
- 3. *Students, who got their high school diplomas from the Arab Republic of Egypt, must have their certificates authenticated from the issuing US institution or any international accreditation authority. Certificates authenticated from any institution or authorities that are not listed in the ministerial decree thereto will not be accepted. In addition, they must be authenticated by the Egyptian Cultural Attaché in Washington.*
- 4. *Arabic, studied in the American High School Diploma at the level of the Arabic course studied in the international baccalaureate diploma, under the title (the International Diploma Language B), is counted in the eight required courses.*

### **Admission Procedure**

- Students seeking admission to the university must fill in an *Application Form*, which can be obtained at the Information Desk.
- Completed application forms should be submitted to the Office of Admissions and Registration.
- The Office of Admissions carefully and promptly reviews the applications and supporting documents.
- Qualified applicants are promptly given a Letter of Acceptance. In certain cases the application may be placed on a waiting list or referred to the respective college for final decision.

### **Medical Examination**

New and transfer students are required to take a medical examination at the University Medical Clinic. This must be done before the registration period as declared in the university calendar.

### **English Placement Test**

All new students are required to take an English Placement Test. The results of this test will determine the level of English courses to be taken by each student as a university requirement. Students whose results show noticeable deficiency in English language skills will be required to enroll in remedial non-credit English courses.

## Certificates and Qualifying Subjects

In addition to the previous requirements all secondary school certificates must include the qualifying courses as they are required in certain colleges. The following table shows the qualifying courses

College	Certificate	Qualifying Courses
<b>Medicine + Pharmacy + Dentistry + Physical Therapy + Applied Medical Sciences + Biotechnology</b>	Thanawiya Amma (Scientific Branch) or an equivalent	Chemistry, Biology, Physics + any literary subject
	IGCSE The American High School Diploma, etc.	1. English or English Lit., or Comp 2A 2. Physics ( physical science or human phys) 3. Chemistry. 4. Biology or Health Occupation. 5. Any Math subject or Economics. 6. Any other three subjects.
<b>Engineering + Information Technology</b>	Thanawiya Amma (Scientific Branch - Math) or an equivalent	Chemistry, Physics, Math (2) + any literary subject
	IGCSE The American High School Diploma, etc.	1 – English or English Lit , or Comp 2A 2 – Physics. 3 – Chemistry or Applied Chemistry. 4 – Math. 5 – Advanced Math. 6 – Any other four subjects.
<b>Business &amp; Economics + Mass Media</b>	Thanawiya Amma ( Literary Branch ) or an equivalent	Three Literary subjects (including History) + a science subject
	Thanawiya Amma ( Scientific Branch ) or an equivalent	Three science subjects + a literary subject
	IGCSE The American High School Diploma, etc.	English or English Lit., or Comp 2 A Seven subjects from: Geology or Global studies, Social studies, History, Economics, US government, any Math subject, Statistics, Accounting, Physics, Chemistry, Biology or Human biology, French, German, Computer, Business studies, Philosophy American policy, Political science, Sociology, Psychology and Art.
<b>Foreign Lang. &amp; Translation</b>	Thanawiya Amma ( Literary Branch ) or an equivalent	Three literary subjects (including History ) + a science subject
	Thanawiya Amma (Scientific Branch) or an equivalent	Three science subjects + a literary subject
	IGCSE The American High School Diploma, etc.	1 – English or English Lit., or Comp 2 A 2 – German or French. 3 – Six subjects from : Geography or Global studies, or a social subject, History, Economics, any Math subject, Statistics, Accounting, Business sciences, Consumer Math, Physics, Chemistry, Biology, Philosophy, logic Latin or Greek, Sociology and Psychology.
<b>Archaeology and Tourist Guidance</b>	Thanawiya Amma ( Literary Branch ) or an equivalent	1- Three Literary subjects (including History) 2- + a science subject
		Three science subjects + a literary subject
	Thanawiya Amma (Scientific Branch) or an equivalent	1 – English or English Lit., or Comp 2 A 2 – German or French. 3 – Six subjects from :
	Vocational Diploma (3 and 5 years)	Geography or Global studies, or a Social subject, History, Economics or any Math subject, Statistics, Accounting, Business sciences, Consumer Math, Physics, Chemistry, Biology, Philosophy, Logic, Latin or Greek, Sociology and Psychology.
	IGCSE The American High School Diploma, etc.	

## **4. ACADEMIC RULES AND REGULATIONS**

### **The System of Study**

The university follows the credit hours system in which coursework is counted in standard units called credit hours. In general, one credit hour is earned by attending one lecture hour every week for one semester. Two or more laboratory hours may be counted as one credit hour.

The academic year is divided into two semesters of 16 weeks each. The fall semester usually starts in the third week of September, and the spring semester starts in the third week of February. An eight-week summer session is also available after the second semester.

### **Language of Instruction**

English is the language of instruction in all colleges except for the Arabic sections in the colleges of Business, Archaeology and Mass Media, and the specialized language courses in other colleges. All students are expected to demonstrate an acceptable level of English proficiency both in oral and written communication skills. Students with severe deficiencies will have to take remedial non-credit English courses.

### **Orientation**

The Dean of Students' Affairs, in co-operation with the college deans, organizes and implements orientation programs for new students and their parents to acquaint them with the system of study, the specializations available in each college, the academic regulations and procedures, the instructional support facilities, and the extra-curricular activities. Informal meetings are encouraged between new students and faculty members so as to create a comfortable atmosphere which enables them to develop a clearer understanding of university life.

### **Academic Advising**

It is the university policy that each student is entitled to academic advising. In each specialization, the dean or department head concerned assigns academic advisors to provide students with pertinent information about their major, and to assist in planning their program of study, and in solving their academic problems. Before each registration, students must consult their advisors and seek their approval of the courses they plan to take each semester. Each advisor should have access to complete and updated copies of the student's academic records so as to be able to help each student create a personal academic program suitable to his/her needs, abilities and the university's graduation requirements.

### **Academic Load**

The academic load for any student is between a minimum of 12 credit hours and a maximum of 18 credit hours (or the number of credits specified in the college study plan). However, the maximum load depends on the student's academic record. If the student's CGPA is less than 1.5 his load will be lowered until he is able to raise it to the accepted standard.

## **Credit Overload**

Students with good academic standing who wish to register in more than the maximum number of credit hours per semester must seek the approval of their academic advisor and the college dean. In case of graduation or moving up to the clinical stage, a student may be allowed to register extra hours after getting the approval of the concerned authorities.

## **Registration**

Students must register during the official registration period at the times announced in the university calendar. After payment of tuition fees, each student receives an Offered Courses Sheet which contains necessary information such as:

- Number of credits earned
- CGPA
- Level of study
- Number of allowed hours for registration
- Available courses for registration.

In the light of these data students should consult with their academic advisors before selecting the courses for registration. Registration is available on-line through our website except for those whose CGPA falls below 1.00. Such students must register through their advisors.

## **Late Registration**

Students who do not complete registration during the regular registration period will be charged a late registration fee which is doubled each week until the end of the drop and add period. If a student does not complete registration at the end of drop and add period, his work load will be limited to 12 credit hours only.

## **Class Attendance Regulations**

Students should attend all classes for which they are registered to obtain maximum educational benefits. Absence or lateness does not excuse students from required courses work. Students whose absence record exceeds 25% of course hours are not allowed to sit in for the final exam and will receive a failing grade (F) in that course.

## **Drop and Add Courses**

During the first two weeks at the beginning of each semester, students are allowed to change their registration by adding or dropping courses after consulting their academic advisors—provided they do not exceed the maximum credits or fall below the minimum allowed. Check the university calendar for the drop and add period.

## **Course Withdrawal**

Students may withdraw from a particular course (or courses) if they find (through quizzes and mid-term exams) that they will be unable to complete that course successfully. In such case, the student may file a *Withdrawal Form* after consulting the academic advisor and the course instructor.

Courses withdrawn before the deadline for course withdrawal will have a (W) in the grade report. These courses are not counted toward graduation and their credits are not used to compute the GPA.

## **Withdrawal from a Semester**

Semester withdrawal is the formal termination of a student's complete registration in all courses for the semester. The student must file a petition stating the reason for withdrawal from all courses and seek the approval of the college dean. A Withdrawal Form has to be filed so that these courses may have a (W) in grade report.

A student may be excused for not registering or for withdrawal from all courses registered up to three times during the entire period of his study at MUST provided his excuses are accepted by the dean or college council.

## **Re-admission**

A student in good standing whose study at the university is interrupted for no more than three semesters must submit formal request for readmission to the Office of Admissions and Registration. This must be done before the end of the registration period of the semester for which the student wishes to be re-admitted.

## **Withdrawal from the University**

Students who decide to withdraw from the university must obtain a Withdrawal Form from the Office of Admissions and Registration, obtain signatures as indicated on the form, and return the completed form to the Office of Admissions and Registration.

## **Incomplete**

In very rare cases, if a student is faced with unexpected circumstances that might prevent him from attending the final exam in any course, he/she must file a petition requesting an incomplete (I) in that course according to the following conditions:

1. The college dean must be informed of the excuse within 48 hours of the exam date.
2. The student must have a passing grade in the coursework for that course to qualify for incomplete.
3. All medical excuses shall be referred to the University Hospital for examination.

4. In case of the death of a close relative (a parent, a brother or sister) a death certificate must be submitted.
5. If the student's petition for *incomplete* is accepted, the student must attend the incomplete exam at the date and time specified by the college before the end of the drop and add period of the following semester or summer session. Failure to do so will result in receiving an (F) grade in the course.
6. Coursework scores (including quizzes, mid-term exam and practical work) are to be recorded as is.

## Grading System

A student's academic standing for a semester is expressed by the grade point average (GPA). Semester grades are reported by letter and the corresponding percentage. The grading system is as follows:

Percentage	Grade	Grade Points <i>per credit</i>
90 - 100	A	4.00 - 5.00
87 - 89.99	A -	3.70 - 3.99
83 - 86.99	B +	3.30 - 3.69
80 - 82.99	B	3.00 - 3.29
77 - 79.99	B -	2.70 - 2.99
73 - 76.99	C +	2.30 - 2.69
70 - 72.99	C	2.00 - 2.29
67 - 69.99	C -	1.70 - 1.99
63 - 66.99	D +	1.30 - 1.69
60 - 62.99	D	1.00 - 1.29
<i>Less than 60</i>	F	0.00
W	<b>W</b> ( <i>withdraw</i> )	*
I	<b>I</b> ( <i>Incomplete</i> )	*

\* These courses are not counted in the GPA.

## Grade Point Average (GPA) and CGPA

Grade point average (GPA) is computed each semester to show the student's academic standing. It is computed by multiplying each course credits by the grade points corresponding to the grade received, then adding all points earned and dividing the total by the number of credits in the semester. As the student progresses in his study, his transcript will show a grade point average for each semester as well as a cumulative grade point average (CGPA) of all courses taken in different semesters.

## **Repeating Courses**

If a student receives a failing grade (F) in a required course, the same course must be repeated until a successful grade is earned. But if an elective course is failed, the student may repeat the same course or choose another elective course with the approval of the academic advisor. If a course is repeated with one (F) the new grade is used in calculating the GPA, but if a course is repeated with several (F's), only the first (F) and the last passing grade are used in the calculation of the GPA. In all cases, the (F) grades remain in the student's record.

## **Repeating Courses to Raise the CGPA**

A student may repeat courses with the passing grade of (D) or better, in order to raise the GPA / CGPA under the following conditions:

- 1- The repeated course(s) must be among those studied at MUST under the same title and with the same content.
- 2- This policy is limited to four courses only during the entire course of study for the degree.
- 3- Permission of the college dean is required.
- 4- The higher grade is used in the computation of the GPA, the lower grade remains on record.

## **Academic Warning and Probation**

The university is committed to graduating well qualified individuals who are able to contribute to the progress of their country. Therefore, students who obtain less than 65% in all courses studied, which is equivalent to a CGPA of 1.5 receive an academic warning urging them to raise their CGPA within two semesters. Their academic load may be reduced to enable them to achieve the acceptable CGPA.

If the CGPA falls below 1.00, the student is put under probation for two semesters during which his academic load is limited to 12 hours only. If he fails to raise CGPA in the specified period his case may be referred to the college council which may give him a second chance or report his case to the Students' Affairs Committee to take the necessary action.

# **5. FINANCIAL REGULATIONS**

- Tuition statements are available at the administration of Admissions and Registration.
- Tuitions are to be paid in two premiums payable before the beginning of each semester. This rule applies only to Egyptian students.
- Summer course tuition fees are to be estimated according to the credit hours registered.

## **Late Payment Fine**

- Tuition fees must be paid before the beginning of each semester. Students who fail to abide by this condition must pay LE 250 as a fine in the first week of the semester, to be doubled for the following three weeks at most.
- A student who benefits from an *aids fund* is exempted from paying the *late payment fine* and the *late registration fine* as well.

### **Late Registration Fine**

- Students must abide by the regular registration period according to the academic calendar. Students who fail this condition must pay LE 250 as a late registration fine even if he/she has already paid the tuitions.
- A fine paid for late registration is not refundable if the student doesn't register any courses.

### **Withdrawal from a Semester**

1. In case a student has withdrawn from a semester (Fall/ Spring) for whatever reason already accepted by the concerned authority, tuitions may be carried forward (posted) to the following semester after deducting 5% during the first week only and 10% during the second week. After this period, no tuitions may be carried forward. In case the student has not registered at all 10% will be deducted as administrative fees, while the rest of the tuitions may be carried forward.
2. Additional fees may not be carried forward.
3. When freshmen withdraw from the university or postpone a semester they are dealt with on basis of the tuition payment date not the date of beginning the semester.
4. Students who fail to submit a petition to postpone or withdraw from a semester will have their enrollment suspended and they would be committed to re-enroll after paying the due fees of re-enrollment (250 LE). In case of late payment, the student has to pay the due fees as well as the re-enrollment fees.
5. Students who fail to register in the following semester cannot claim the tuitions of the semester they withdrew from.
6. During the summer session, students may not withdraw or carry their tuition forward after registration. The paid fees can be carried forward after deducting 10% as administrative fees. Deduction remains applicable whether the student has registered or not.
7. In case the student withdrew before the beginning of the semester; he can claim the due fees after deducting 150 LE as withdrawal fees.
8. In a case a student is absent in the first term and then attends regularly during the 2nd or 3rd terms, he/she has to pay the administration fees of a complete academic year.

### **Withdrawal from the University**

### **I. During the First Semester (Fall) and the Second (Spring):**

In case a student has willingly withdrawn from the university, he/she may refund 90% of the tuitions within the first week only, no other fees may be refunded starting the second week of the courses.

1. The additional fees may not be refunded or replaced in case of withdrawal or postponement.
2. Ten per cent (10 %) of lab insurance will be taken out at graduation or final withdrawal in return for the tear and wear of equipment.
3. Lab insurance fees shall not be refunded if a student is proved to have damaged any of the lab equipment during the courses.
4. The withdrawal form fees are LE 150.
5. In case a student had withdrawn from the University and applied for readmission, the financial regulations of the year in which he is granted admission will be applied.

### **II. During the Summer Session:**

No fees are refunded after registration. In case the student has not registered at all, administrative fees are deducted and the rest of the paid fees are carried forward to the next semester.

### **Scholarships and Fees Reductions:**

The university offers the following scholarships and free reductions:

1. 10% fee reduction is granted to one brother or sister of an active student enrolled in the university. This reduction remains in effect as long as he/she maintains a CGPA of 2.00 and above.
2. 10 % fee reduction is granted to the sons and daughters of the university faculty members, staff, and other personnel renewable as long as they maintain a CGPA of 2.00 and above.
3. Two full scholarships for two candidates in each college from among the top 300 scores in Egyptian Secondary School Certificate. These full coverage scholarships will continue for those who maintain a CGPA of (3.5).

### **Fees of Services (Optional)**

- In case the student withdraws from the university hostels before the semester begins, 5% of the total accommodation fees is deducted and the whole insurance is refunded. But, if withdrawal occurs after the beginning of the semester, the whole accommodation fees are deducted—in addition to deducting 10% of the insurance as wear-and-tear fees.
- In case the student withdraws from the university transportation before the semester begins 10% of the total transportation fees is deducted.
- In case the student withdraws from both the university accommodation and transportation after the semester begins the whole amount is deducted and nothing shall be refunded.

## 6. STUDENT SERVICES

According to the university's own philosophy and its message it has taken upon itself in the cultural, artistic, sports and social fields, MUST pays a special attention to sponsoring such different activities. That's quite evident through the competitions, scientific and cultural forums it organizes for students, and, further, the university artistic groups of acting, music, singing, folklore and photography, in addition to all sports, scout and travel activities.

### **Medical Services**

The university has a fully equipped clinic managed by senior physician as well as complete drug supply for treatment and the efficient response to emergency situations. This service exists on daily basis.

### **Counseling Unit**

This unit aims at providing psychological services and counseling to the University students in order to promote their efficiency, improve their performance and ensure their psychological health.

### **Unit Objectives**

1. Providing counseling in the field of educational guidance so as to ensure students' adaptation to their education through the following:
  - a) Helping students to select the specialization that suits their abilities.
  - b) Overcoming educational difficulties facing the students.
  - c) Exerting effort to help develop students both intellectually and academically, with relevance to learning processes, aiming at achieving success and excellence.
2. Providing psychological counseling that help students achieve psychological and social harmony through the following :
  - a) Solving psychological and behavioral problems through adjusting their behavioral habits and thinking patterns.
  - b) Removing obstacles that hinder student's personal development.
  - c) Helping students to develop their personal and social capabilities.
3. Psychological counseling helps students achieve a stable psychological life, where they feel satisfied, optimistic and willing to learn through problem solving strategies, decision making and developing personal and social skills.

- a) Helping students to understand their own personalities and to act according to their capabilities with the aim of developing their skills and recognizing the problems of individual harmony so as to reach realistic solutions.
  - b) Learning methods of effective and positive interaction with others.
  - c) Acquiring effective method for time management and facing stress.
4. Psychological counseling aims at enjoying a stable psychological life that is free of any psychological, behavioral or personal imbalances as well as achieving psychological well-being through developing positive conceptions among students (like happiness, optimism and success).

## **The Central Library**

The Central Library is considered an integral part of MUST's academic activities as it provides information sources and services to all the university members. In addition, it provides the students with all the library-related services, documentation services which facilitate the utilization of knowledge sources for students as well as the teaching staff, and makes the scientific research easier.

On the other hand, the library is keen on updating its knowledge sources published in whatever form, printed or electronic, such as text books, references, periodicals, manuscripts, educational aids, films, etc. It also provides search services through the Internet

## **The Textbook Department**

It is the university policy that educational programs in different colleges be according to the international standards. One way of doing this is to have our students exposed to the instructional materials and textbooks used in reputable universities. Major departments at MUST prescribe original basic textbooks used in similar courses in the US and UK.

To facilitate acquisition of these textbooks, the Textbook Department was founded in the academic year 2005/2006. This department has been functioning effectively since then.

Textbooks are given free of charge to freshman students, sophomores and juniors.

The university administration is planning to give textbooks free of charge to all students gradually in the coming academic years.

The university administration is planning to give textbooks free of charge to all students gradually in the coming academic years.

Textbooks are given to students at the end of the registration period in each semester. Students are required to present their registration forms and university ID's to the officials in the Textbook Department.

## **The Smart Learning System (SLS)**

At the beginning of the academic year 2005/2006, Misr University for Science & Technology started the Smart Learning System which enables every student to own a free laptop upon enrolment. The objective of this system is to maximize the utilization of modern technology among the students and to empower them to develop individualized and continuing learning skills.

### **Laptop Ownership Policy:**

- 1 - The laptop is the property of the university during the student's study at the university; it becomes the student's own property upon his/her graduation from the university.
- 2 - The student may use the laptop inside and outside the university campus, and he is totally responsible for any misuse.
- 3 - The student will have to pay for repair costs due to misuse or any damage to the laptop.
- 4 - For any help or technical support, the student should go to the Laptop Department only; it is not allowed to deal with anyone else.
- 5 - In case the laptop is lost or stolen, the student should report to the Laptop Department within 24 hours.
- 6 - In case the student withdraws from the university within one month after receiving the laptop, he must return the laptop in good working condition. If he withdraws at a later date, he must pay the cost of the laptop.

### **Museum**

The University has allocated a hall in the library as a museum to display replicas of the most important monuments. This has been done with the objective of familiarizing students of The College of Archaeology and Tourist Guidance with the Egyptian history and civilization throughout the different ages.

### **The University Hostels**

The university hostels consist of a five-storey building for male students and a three-villa complex for female students. Both hostels are situated in Al-Motamayez District close to the University campus. The hostels are well-furnished and equipped with cooking facilities as well as means of entertainment.

### **Transportation**

The university provides regular buses that cover most of Cairo districts. This facilitates transportation for subscribing students in return for transportation fare to and from the university campus comfortably.

## 7. THE UNIVERSITY CALENDAR

### FIRST SEMESTER

<b>Registration</b>	<b>The Second week of September</b>
<b>Beginning of Classes</b>	<b>The Third week of September</b>
<b>Add and Drop Deadline</b>	<b>The first week of October</b>
<b>End of Course Withdrawal</b>	<b>The Second week of December</b>
<b>Beginning of Final Exams</b>	<b>The First week of January</b>
<b>Midyear Vacation</b>	<b>Last week of January</b>

### SECOND SEMESTER

<b>Registration</b>	<b>The Second week of February</b>
<b>Beginning of Classes</b>	<b>The Third week of February</b>
<b>Add and Drop Deadline</b>	<b>The Last week of February</b>
<b>End of Course Withdrawal</b>	<b>The End of the Second Semester</b>
<b>Beginning of Final Exams</b>	<b>The Last Week of May</b>

### SUMMER SESSION

<b>Beginning of Summer Session</b>	<b>The last week of June</b>
<b>End of Summer Session</b>	<b>Mid-August</b>

*Please refer to the university calendar on our website (<http://www.must.edu.eg>) for more details about specific dates and events.*