

Study and Examination Regulations
for
Undergraduate Degrees
The German University in Cairo

Table of Contents

PART I – GENERAL INFORMATION	3
LANGUAGE OF INSTRUCTION	3
GERMAN LANGUAGE	3
SYSTEM OF STUDY	3
ACADEMIC INTEGRITY	3
STUDENT ADVISING AND COUNSELING.....	3
PART II – GENERAL UNDERGRADUATE REGULATIONS	4
ADMISSION	4
GUC ADMISSION PROCESS	4
THE ENGLISH PLACEMENT EXAM	5
ACADEMIC QUALIFICATIONS FOR GUC ADMISSION	6
QUALIFYING SUBJECTS	8
TRANSFER ADMISSION.....	10
<i>Criteria for Eligibility as a Transfer Applicant.....</i>	10
<i>Admission Requirements for Transfer Students</i>	10
<i>Readmission</i>	11
STUDY REGULATIONS.....	11
<i>Selecting a Study Group / Faculty</i>	11
<i>Changing the Study Group / Faculty</i>	11
<i>Selecting a Major.....</i>	11
<i>Changing the Major.....</i>	11
<i>Semester Regular Academic Load</i>	12
<i>Maximum Study Duration</i>	12
<i>Grading System.....</i>	12
<i>Incomplete Grades</i>	13
<i>Grades Averaged in the GPA.....</i>	13
<i>Types of GPA Scores.....</i>	14
<i>Semester Grade Reports and Transcripts</i>	15
<i>Minimum Graduation Grade.....</i>	15
<i>English and German Language Courses</i>	15
<i>Drop / Add Courses.....</i>	15
<i>Withdrawal from University.....</i>	16
<i>Attendance.....</i>	16
EXAMINATION REGULATIONS.....	19
REQUIREMENTS FOR PROGRESSION.....	23
PREREQUISITES / CO-REQUISITES	24
ACADEMIC PROBATION.....	24
BACHELOR THESIS / PROJECT	25

Part I – General Information

Language of Instruction

The English language is the official language of instruction at the German University in Cairo. GUC offers study programs in English language in order to cope with the immensely growing and latest development in the technological fields worldwide, the international and local labor market and foster students with all possible tools of success. All communication, lectures, coursework, and documentation are performed using the English language. Therefore, new applicants must perform and pass the GUC English language admission test as a prerequisite for being accepted at the University.

German Language

The German University in Cairo strongly supports and encourages learning the German Language. All undergraduate students admitted to the university must study and pass several German Language courses. The German language is taught in order to qualify students for internships in Germany as well as student exchange programs, to facilitate their training in German Companies and to enable them to continue postgraduate studies or research in Germany.

System of Study

GUC is committed to using the European Credit Transfer system (ECTS). Its Credit point system is used as the basis for transferring marks and credits for student's records to create curricula with international compatibility and facilitating academic recognition according to European standards.

Academic Integrity

Being a high quality university with a mission to achieve excellence in both teaching and research, as well as fostering an excellent and self-contained intellectual atmosphere of work and study, the German University in Cairo strongly discourages and resists any form of violation of its academic integrity policy. Any form of cheating, plagiarism, falsification, impersonation, evidence concealment, or fabrication of results are some of many violations strongly resisted and opposed by the German University in Cairo.

Student Advising and Counseling

All students are entitled to receiving advising and counseling from academic staff members as relates to their intended course of study. Advisors and students can meet together to discuss future study plans, and counsel students having problems with their academic program.

Part II – General Undergraduate Regulations

Admission

As an Egyptian private university, GUC complies with the admission regulations from the Supreme Council for Egyptian Universities and Private Universities Council of the Ministry of Higher Education. The Private Universities Council sets the general rules that regulate the admission to private universities including the minimum academic requirements for acceptance at private universities. These rules include the minimum High School Scores to be obtained by the applicants, the qualifying subjects required by each secondary school certificate for each study group, the documentations needed for registration, etc.

The German University in Cairo admits undergraduate students mainly once a year, in the Winter semester. Based on availability of places, second admission may be allowed for the Spring semester. Applicants must apply for admission before the declared deadline which can be obtained from the university admissions office.

All applicants must complete all required documentation upon applying for admission. The German University in Cairo cannot guarantee admission of a student with incomplete documentation.

The Egyptian Ministry of Education mandates that all students admitted to university must have completed a minimum of eleven years of education for foreign certificates such as IGCSE, American Diploma, etc. Applicants must submit proof of their eleven years of primary and secondary education.

GUC Admission Process

According to GUC mission, the university seeks to attract academically outstanding, creative and dynamic high school graduates to pursue academic excellence in studying and research, as well as to develop their personal capabilities and potentialities.

GUC Philosophy is to build on points of strength in students. This is reflected in the evaluation process of applicants, which includes- in addition to the final high school scores-the GUC Admission Tests which consist of:

1. GUC Reasoning Test: lasts for 50 minutes and includes questions that are classified into categories according to their types namely: verbal comprehension and relationships, induction, facts and results, deduction and discovery).
2. GUC Computerized English Language Test: lasts for 45 minutes and is made up of 3 sections: language use, reading comprehension, and listening comprehension. It aims at finding out whether the student can study without difficulty in lectures, and in reading textbooks and lecture notes at an English speaking university.

Passing GUC Admission Tests is a prerequisite for admission. The students who are admitted at GUC are those who pass both the Reasoning and English Admission Tests as well as meet the University academic requirements including having the qualified subjects and obtaining at least 5% higher than the minimum score set by the Council of Private Universities of the Ministry of Higher Education for the chosen study group.

The English Placement Exam

After passing the admission tests and being accepted, the student will sit for the English Placement Diagnostic Exam to determine the English level the student will study along with the other mainstream courses. The English Placement Diagnostic Exam aims at placing the students into homogeneous classes suited for their needs. The placement exam is computerized except for the writing part and is made up of section similar to those of the English admission exam with varying levels of difficulty.

The English placement diagnostic exam places fully accepted students into one of two levels: the Academic English level and the Introductory English level.

In the Academic English level, the students study four credit subjects over a two year span. The four credit subjects are: English for Academic Purposes, Introduction to Scientific Method, Research Paper Writing, and Communication and Presentation Skills.

In the Introductory English level, the students study an extra non-credit subject as a prerequisite to studying the four credit subjects. The prerequisite subject, Introduction to Academic English, in addition to the four credit subjects are also planned over a two year span.

Academic Qualifications for GUC Admission

The academic requirements for GUC Admission vary according to the high school certificate obtained.

Certificate	Requirements
Abitur	<ul style="list-style-type: none"> ▶ Having acquired the qualifying subjects in Grade 11 and 12 according to the relevant study group at GUC. ▶ For Abitur students graduated from Germany, subjects are taken from Grade 12 & 13, and some subjects can be counted from Grade 11 (physics, chemistry & biology) ▶ The number of subjects to be calculated is 7 (including the qualifying subject)
American Diploma	<ul style="list-style-type: none"> ▶ Having successfully completed 8 different subjects (mainly in G12), one credit each, including the qualifying subjects relevant to the study group of choice at GUC. (Please refer to the qualifying subjects schedule for more details) but some subjects can be calculated from Grade 11 (up to 3 subjects max.). (Subjects as PE, music, yearbook, religion, etc ... are not counted). ▶ SAT I Score (Verbal and Math) must be 850 points or more. ▶ SAT II is not one of the minimum requirements but gives the student extra bonus in the evaluation (minimum accepted score is 900) ▶ subjects to be taken in SAT II: for the Engineering group: Math is a necessity + other subject for the Biological science group: Biology is a necessity + other subject <p>Languages as French are not accepted in SATII</p>
IGCSE and GCSE	<ul style="list-style-type: none"> ▶ Having passed at least 8 O-levels or 7 O-levels + 1 (AL or ASL). ▶ In case the student studied only 7 O-levels + 1 (AL or ASL) the AL or ASL subject will lose its bonus as advanced subject and will be counted as OL subject. ▶ Minimum O-level-Grade is "C" ▶ Minimum AL or ASL Grade is "E" ▶ AL or ASL Math is required to join the Engineering Group. ▶ Accepted number of sittings is 5 (taken during not more than 3 successive years). ▶ IGCSE OL subjects obtained from Arab countries should be of the extended, not of the core system

<p>* Egyptian Thanaweya Amma & Thanaweya Azhareya</p>	<ul style="list-style-type: none"> ▶ obtaining at least 5 % higher than the year’s minimum percentage declared by the Ministry of Higher Education for private universities for each study group. ▶ Students accepted to apply for Pharmacy and Biotechnology group must be in the “biological science thanaweyya branch”. ▶ Students accepted to apply for Engineering group must be in the “engineering thanaweyya branch”. ▶ Students accepted to apply for Management group can be of any thanaweyya branch.
<p>Thanaweya Amma from Arab Countries</p>	<ul style="list-style-type: none"> ▶ A scientific-oriented Thanaweya Amma is required for studying in the Biological Sciences and in the Engineering Group. ▶ A non-scientific-oriented Thanaweya Amma is eligible to study in the Management Group. ▶ All Islamic subjects are not counted during the evaluation. ▶ Students obtaining their Thanaweyya Amma from Yemen must submit proof of 11 years of schooling.
<p>International Baccalaureate (IB)</p>	<ul style="list-style-type: none"> ▶ Two of the required qualifying subjects should be taken at the High level (HL) as indicated later. ▶ Passing 6 subjects – minimum 3 of them to be taken in Higher Level ▶ Theory of knowledge, Extended Essay & Creativity are required

Each Applicant (applicable to all high school certificate graduates) must obtain at least 5 % higher score than the year’s minimum percentage score declared by the Ministry of Higher Education for Private Universities for each faculty during the same year of admission.

Qualifying Subjects

To state the eligibility of a student for a particular study group, there are certain qualifying subjects required.

Details are as follows (the list below shows the **qualifying subjects only to be completed with supplementary subjects as required**)

Study Group / Faculties	Certificate	Qualifying Subjects
Engineering Group Information Engineering & Technology Media Engineering & Technology Engineering and Materials Science	IGCSE & GCSE	English Lang. or/and Literature Math. (O.L) Math. (AL/ASL) Physics (O.L) Chemistry/ Applied Chemistry (O.L)
	American Diploma	English Lang. or/and Literature Math Advanced Math (or Math of SAT II) Physics Chemistry
	Thanaweya Amma	English Language Math 1 Math 2 Physics Chemistry
	Abitur	English Language Math Physics Chemistry
	IB	English Lang. or/and Literature Math (HL) Physics (HL)
Biological (Life Science) Group Pharmacy & Biotechnology	IGCSE & GCSE	English Lang. or/and Literature Biology (O.L)/Human Biology/ Health Occup. Chemistry (O.L) Physics/ Human Phys./Physical Science Mathematical subject/ Economics For GCSE: accepted Science DBL award
	American Diploma	English Lang. or/and Literature Biology/ Human Biology Chemistry Physics/Human Phys./ Physical Science Mathematical subject/ Economics
	Thanaweya Amma	English Language Biology Chemistry Physics
	Abitur	English Language Biology Chemistry Physics Mathematical subject/ Economics

	IB	English Lang. or/and Literature Biology (HL) Chemistry (HL) Mathematical subject/ Economics
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<p style="text-align: center;">General / technology based Management Business Informatics</p>	<p style="text-align: center;">All foreign certificates</p>	<p>a- English Lang. or/and Literature b- Other optional subjects should include 5 of the following: -Geography/ global studies/ social studies/ history/ economics/ business studies/ mathematics subject/ principles of statistics/ accounting/ consumer math/commercial studies/ physics/ chemistry/ biology/ human biology/German/ French/Computer Science. c- Other supplementary subjects: art & design, psychology or philosophy.</p> <p><i>Technology-based management:</i> Requires the subjects of chemistry, biology and /or physics in some specializations. (please refer to admission office for more details)</p> <p><i>Business Informatics:</i> Requires strong background in Mathematics. (please refer to admission office for more details)</p>
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Transfer Admission

Each year GUC will admit a small number of transfer students supported by a proven record of achievement at a recognized and reputable university in Egypt or from outside Egypt through a Committee on Transfer Admissions which will study and approve the requests from the qualified students interested in transferring to GUC.

Criteria for Eligibility as a Transfer Applicant

Once a student has completed one semester of full-time study at a single university, he or she ordinarily may apply to GUC only as a transfer student. Further guidelines for eligibility are as follows:

Minimum Enrollment Years at GUC

A minimum of three years (six successfully attended semesters) full-time enrollment at GUC as a degree student for 5 - year B.Sc. degrees and two and half years (five successfully attended semesters) full-time enrollment at GUC as a degree student for 4-year B.Sc. degrees is required for GUC's B.Sc. or BA.. (In case of special agreement with special institutions this may be different).

Transfer Credits

According to the European Credit Transfer System ETCS and based on the recommendations of the Committee on Transfer Admissions, transfer credit could be approved provided that these courses are substantially the same in both content and quality as the equivalent of GUC courses and with a good performance according to the Transfer Admission Committee decision.

Grade Transfer

The transferred grade will be **(TR)** grade. It will be included in the total hours required to complete the study program for graduation, but the GPA will be calculated based on the courses attended and completed at GUC.

Selection of Academic Program

Transfer students will select a faculty / major immediately upon matriculation at GUC.

Admission Requirements for Transfer Students

Transfer students will be accepted at GUC provided that they meet the following:

1. They fulfill GUC regular admission requirements including the attainment of high school certificate (Al-Thanawiyya Al-Amma or its equivalent) with a score complying with the Supreme Council of the Egyptian Universities regulations for the year during which this certificate was obtained.
2. Submit Official records (Official Transcript) of the courses taken with detailed course descriptions stamped from an accredited university - including the credit hours and grades achieved.
3. Comply with GUC admission requirements including passing the admission tests (the reasoning and the English Language tests) and obtaining the qualifying subjects for the required field of study.
4. Submit the brochure / Catalogue of the institution.

Readmission

Students who withdraw from the University for one or two semesters and are willing to return to GUC can apply for readmission. Their standing will be examined by the concerned faculty. Based on space-availability in the requested faculty, those students with good performance records and good academic standing will be accepted for re-admission to pursue their studies at GUC. Students will receive advising for the courses to be studied. Students can only apply for readmission within a maximum of two years from their withdrawal provided that the minimum study period at GUC is 60% of the whole study period for the Bachelor's degree.

Study Regulations

The GUC is offering a variety of study programs each of which is leading to a designated academic degree. For each study program, one of the faculties (IET, MET, EMS, P&B, Man. Tech.) is responsible for the courses to be delivered according to the study program's curriculum.

All students are members of one of the study groups (engineering, biological sciences, management) in which they share the same schedule before branching to the specialization of their study program.

Selecting a Study Group / Faculty

Upon admission to the university, students will select one of the available study groups at the university to pursue their studies. Students will then have to abide by the rules and regulations governing the course of study within such study group in order to achieve successful completion of the designated program.

Changing the Study Group / Faculty

A student has the right to request changing his study group provided that there is a space available in the requested faculty, that the student meets the academic requirements of the requested study group in terms of the qualifying subjects and minimum high school score. The student must fill out a Change Study Group form to the registration office during the first two weeks of a semester. Upon review and approval of the request, the change of study group is to be effective immediately. A transfer credit committee will determine which courses are to be counted for the student upon transfer. Students however must be aware that changing study group may cause significant academic delay in graduation.

Selecting a Major

Students will have a free decision to select one of the available majors within a Faculty to pursue their studies. The time of the decision will depend on each faculty (please refer to the program structures for each faculty). Students will receive orientation sessions / advising to introduce them to the available majors in order for them to choose the majors of their interests. Students will then have to abide by the deadlines for registration, rules and regulations governing the course of study within such major in order to achieve successful completion of the designated program.

Changing the Major

A student has the right to request changing his major within the faculty. The student must fill out a Change-of-Major form to the registration office during the first two weeks of a semester. Upon review and approval of the request, the change of major is to be effective immediately. A transfer credit committee will determine which courses are to be counted for the student upon transfer. Students however must be aware that changing of major may cause significant academic delay in graduation.

Semester Regular Academic Load

The European Credit Transfer System (ECTS) is the study contract between the University and the student.

According to the ECTS, the average full-time undergraduate students' workload is about 30 credit points per semester. In very special circumstances, students may be allowed to exceed the above load based on the recommendation of the academic advising personnel based on their academic performance in the previous semesters.

A full-time student at GUC is expected to take not less than 60% of the regular study load. Otherwise, a student carrying less than 60% of the regular study load will not be considered a full-time student at GUC. Hence, the student will not be allowed to be registered with the Ministry of Higher Education, and if applicable, a student will not be eligible to receive a Military Deferment Certificate.

Maximum Study Duration

The maximum duration of study allowed for students with exceptional cases to graduate from the German University in Cairo should not exceed an additional of 65% of the normal study duration of any program offered at GUC

Under exceptional circumstances, a student enrolled at GUC may be allowed an extended study duration period semester wise. This may be allowed in one (or combination) of the following cases:

- A student is placed on probation during the course of his/ her study (maximum two instances of probation are allowed)
- A student carrying a study load less than the regular load for some reason (pertaining to poor academic standing, or for other reasons)

Grading System

Each course is assessed individually upon its completion. Methods of assessment include written, oral and practical examinations, research papers, course assignments and practical work. The European Credit Transfer System (ECTS) is the basis for transferring credits into grade point averages, calculated according to the following scale:

Grade	Definition	Description*	Numeric Grade
A+	Excellent	outstanding	0.7

A		performance with only minor errors	1.0
A-			1.3
B+	Very good	above the average standard but with some errors	1.7
B			2
B-			2.3
C+	Good	generally sound work with a number of notable errors	2.7
C			3
C-			3.3
D+	Satisfactory	fair performance but with significant shortcomings	3.7
D			4
F	Fail	considerable further work is required	5

F: The student has been judged not to have satisfied the stated objectives of the course. Credit for a course in which the grade F has been received can only be obtained by repeating the Exam and passing it.

Incomplete Grades

- FX: The student has been judged not to have satisfied the stated objectives of the course due to excused absence in the final exams. Credit for a course in which the mark FX has been received can only be obtained after passing the exams. The FX will not be counted in the GPA until a passing grade is obtained.
- ITh: Incomplete Theoretical: In courses with practical and theoretical parts, the student has been judged not to have satisfied the stated objectives of the theoretical part of the course. Credit for a course in which the mark (ITh) can only be obtained after passing the theoretical exam within maximum one year. The ITh will not be counted in the GPA until a passing grade is obtained
- IP: Incomplete Practical: In courses with practical and theoretical parts, the student has been judged not to have satisfied the stated objectives of the practical part of the course. Credit for a course in which the mark (IP) can only be obtained by passing the practical exam within maximum one year. The IP will not be counted in the GPA until the a passing grade is obtained

Grades Averaged in the GPA

The following grades averages are calculated and used as measuring device for determining the academic level the students has reached.

Semester grade point average is calculated using the hours of the courses attempted and the corresponding numeric grades value earned for the semester.

Graduate cumulative grade point average is calculated using the total number of graduate hours of the courses successfully attempted at the German University in Cairo and the corresponding total number of numeric grades earned at German University in Cairo.

In the following, it is explained how a grade point average (GPA) is computed.

How to Compute a GPA			
<ol style="list-style-type: none"> 1. Multiply the number of numeric grade earned by the number of hours for the course; 2. Add all hours together; 3. Add all grade points together; 4. Divide the total grade points by the total number of hours. 			
CSEN 102	5 (hrs)	x 1 (A)	= 5
MATH 102	8 (hrs)	x 2 (B)	= 16
PHYS 102	5 (hrs)	x 3 (C)	= 15
CHEM 101	4 (hrs)	x 1 (A)	= 4
ENGL 101	3 (hrs)	x 1 (A)	= 3
		25 Hours	43 grade points
43 divided by 25 = 1.72 GPA			

Types of GPA Scores

- **Semester GPA:** All attempted courses in which the student receives a grade for the respective semester are included in the calculation of the Semester GPA. In the event that candidates fail in a course and are required to be re-assessed, the new grade obtained shall replace the previous F grade in the calculation of the cumulative GPA;
- **Cumulative GPA:** All courses in which the student receives a grade for each semester are included in the calculation of the Cumulative GPA. In the event that candidates fail in a course and are required to be re-assessed, the new grade obtained shall replace the previous F grade in the calculation of the cumulative GPA;
- **Major / Graduation GPA:** All successfully passed mandatory courses within the major in which the student received a grade (all mandatory courses must be passed within the major in order for a student to graduate) for each semester are included in the calculation of the Major GPA.

Courses for which candidates are given an F grade shall not be counted towards the degree.

Semester Grade Reports and Transcripts

Semester Reports: at the end of every semester the final grades of all attempted courses and GPA obtained are available for the students using the Student Administration System on the Web.

Transcript: includes all undergraduate and graduate credit courses successfully completed at the German University in Cairo. Official transcripts should be requested at least two weeks prior to the date needed.

Minimum Graduation Grade

A minimum cumulative "D+" and Average (3.70 GPA) is required to graduate from the German University in Cairo.

English and German Language Courses

The **English language** courses consist of two levels, an Introductory (Ordinary) English Level (non-credit) and an Advanced Academic Level (for credit). A passing grade should be achieved in the Introductory (Ordinary) Level English within one academic year as a pre-requisite for attending the Advanced Academic Level. The credits of the English Language course are included in the GPA of each semester. However, for the calculation of the top ranked students, the English language courses will not be included. The credit of the English language courses will be considered in order to improve the GPA and in the up-grading of the scholarship categories. The weight of the credits awarded per study hours for the Advanced English Academic Level is equal to 50% of the hours.

The **German Language** courses should be taken and completed within 5 semesters from the beginning of the study duration. A passing grade should be achieved in every German Language course as a pre-requisite for attending the following course. Students failing in a German course will have to pay for the course and will have to repeat the course in the summer or during the following semesters subject to availability. The student will obtain a certificate of achievement upon completion of all courses and passing the final exam after the fourth or fifth semester. The credits of the German Language course are included in the GPA of each semester. However, for the calculation of the top ranked students, the German language courses will not be included. The credit of the German language courses will be considered in order to improve the GPA and in the up-grading of scholarship categories. The weight of the credits awarded per study hours for the German Language courses is equal to 50% of the hours. The cumulative GPA for the German Language final exam will be included in the final transcript and the Graduation certificate.

Drop / Add Courses

Although dropping courses is allowed under university policy, it is for the students benefit to take the assigned full load in order to be able obtain the Bachelor degree in the regular course of study. Therefore, it is advisable

that students dedicate all their efforts to learning and to other University activities to enjoy the full advantage of their education.

Withdrawal or Dropping course(s) in one semester does not mean that the course(s) will be available in the following semester. The student may be delayed for one or two whole semesters to be able to take the course(s) again. Withdrawal or Dropping course(s) may delay students' graduation. The minimum semester load is 60% of the weekly hours load.

- Students are allowed to add courses within the first two weeks of classes.
- Deadline for students who are allowed to drop courses is 4 weeks after the start of the semester
- Maximum number of courses to be dropped is two courses (for force majeure cases may extend to 3 courses) – provided that they do not exceed the minimum allowed load of 60% of the regular Academic study load per semester.
- A student who drops one or two courses is not entitled to any refund, however, the student is allowed to add one or two courses (according to the number of courses dropped) in the following semesters without additional charges.

Withdrawal from University

Students who are unable to complete a semester or a degree may electively withdraw from the university. Students must fill an official withdrawal form with the university admission and registration office.

Students who withdraw from university and wish to return at a later date must apply for readmission. Students can only apply for readmission within a maximum of two years from their withdrawal. The students standing will be examined for the requested faculty. Based on available space in the requested faculty, those students with good academic performance records will be accepted for re-admission to pursue their studies at GUC. Students will receive advising for the courses to be studied.

Students who submit registration form for a semester and who decide not to attend must file an official Withdrawal/Leave of Absence form.

- Continuing students (students who are beyond their first year of enrollment) withdrawing from the University
 - Before classes start are eligible to receive full refund of tuition and fees, excluding non-refundable deposits.
 - During the first two weeks of classes are eligible to receive a refund of (75 percent) of their tuition;
 - During the third week, (50 percent);
 - During the fourth week, (25 percent);
 - After the fourth week of classes, there will be no refund.

Attendance

Attendance at lectures, seminars, tutorials and practical classes is an integral part of university studies and students are expected to be regular and punctual in their attendance.

Students are expected to attend the university on a full-time basis during each semester. Attendance is checked during seminars, tutorials and labs.

Attendance checks take place at any time from the beginning or end of seminars, tutorials and labs. Students must attend at least 75% of the tutorials and practical labs. If absence exceeds the allowed percentage: 25% (either excused or unexcused) in the same course, the student will not be allowed to sit for the exam of the relevant subject and will have to drop the course and retake the course when available.

In the event of an excused absence:

- No make up will be given for the missed assignments or quizzes.
- The lecturer will select best 2 out of 3 Or 3 out of 4 quizzes or assignments for the benefit of the student and in case of absence during a quiz or an assignment, the student will miss the opportunity of selecting the best quizzes or assignments and will be evaluated on the remaining quizzes and assignments.
- Example:

Quizzes	Q1	Q2	Q3	Q4	Total Grade (best 3 out of 4)	%
Full Mark	5	5	5	5	15	100.00%
Full Attendance Case	5	3	4	4	13	86.67%
One-Absence Case	5	Abs	4	4	13	86.67%
Two-Absence Case	5	Abs	Abs	4	9	60.00%

- The same example applies for assignments (in some courses all assignments may be required and it will be stated clearly in the course outline)

Excused Absence:

Official Accepted Excuses by the University are limited to:

- Medical excuse from the university clinic.
- Death of a close relative. Limited to father, mother, brother or sister.
- Events and Competitions:
 - a. National
 - b. Regional
 - c. International
 - d. Events and Competitions Representing GUC

A student who is absent with an excuse will be dealt with as follows:

- Overall absence should not exceed 25%

- Must submit official excuse and must be approved by the university
- Will be counted as absence with excuse
- Will receive warnings as follows:
 - a. After 10% absence
 - b. After 20% absence
 - c. If s/he exceeds 25%, he will be informed that s/he is not registered in the course and will have to retake the course when it is available next time.
- Will not pay for the repeated course

Unexcused Absence:

- A student who is absent without an excuse will be dealt with using the same warning system as for excused absence mentioned above.
- The student will have to pay for the repeated course

If the student has a mix of excused and unexcused absence, payment for the repeated course will depend on the percentage of excused versus the unexcused absence. If the percentage of the unexcused absence is larger, the student will have to pay. If the percentage of the excused absence is larger, the student will not pay.

Practical Laboratories Absence:

1. Students who exceed the unexcused/excused percentage of absence in the Practical Labs, but do not exceed the limit of absence in Tutorials and Lectures will be permitted to only the theoretical final exam and not to the practical final exam within the following two semesters.
2. The grade of the whole course will be “IP” (Incomplete Practical) and the student will have to attend only the practical course again whenever is available.
3. The grades of the theoretical part will be kept and added to the grades of the practical part when attended and the course grade is then calculated and announced.
4. The grades of the practical part will be kept and added to the grades of the theoretical part when attended and the course grade is then calculated and announced.

Important notes:

1. Official excuses must be submitted to the Students Affairs for approval:
 - a. In case of illness or accidents, the absence form must be filled out and submitted with the supporting documents within one week of the incident. If one week passes without an absence form filled out, the student, or one of his family members must show proof that there were extreme circumstances preventing submission of the absence form.
 - b. Medical excuses must be approved by the University Doctor (medical check up may be needed).

2. Dropping a course in one semester does not mean that the course will be available in the following semester. The student may be delayed for one or two whole semester(s) to be able to take the course again.
3. Dropping a course may delay student's graduation.

Students Administration System

In order for GUC students to be able to progress with their program of study satisfactorily, they need to monitor their performance throughout the semester.

The student administration system is designed in order to help GUC students during their study at GUC to continue successfully toward achieving their degrees.

The system provides students with access to the information that will enable them to monitor their performance including up-to-date information such as:

1. Semester work records (Quiz, Assignments,)
2. Attendance records
3. Mid-term exam results
4. Final exam results
5. The results of the previous semesters

Students are required to check their performance on weekly basis so that they can follow up on their performance status regularly.

Examination Regulations

Purpose of Examinations

The Bachelor degree is a first academic degree in all GUC Faculties qualifying for job practice. It can be asserted through the examinations to demonstrate if the candidate has the essential technical basic knowledge to be able to practice a job, to practice this knowledge, and to integrate several questions into a professional context. The qualifying Bachelor degree is a requirement for the master degree course according to the admission regulations of GUC for the Master Degrees.

Structure and Period of Examinations

The examination system consists of:

- Course work includes assignments, seminars, projects and presentations. The total grade of course work should carry a weight between 10% and 30% of the total course grade if quizzes, midterm and final term exams exist.

- Quizzes: A 10-20 minute exam or computer-based test that may be conducted before the mid-term and the final exam, according to the course requirements. Quizzes should be given from time to time with a range between 3 to 4 quizzes per semester from which the best 2 out of 3 or 3 out of 4 should be counted in the grade. The total grades of the quizzes should not carry a weight more than 20% of the total course grade, if course work, midterm and final term exams exist.
- One Mid-semester exam that covers approximately half the course material. The grade of this exam should carry a weight between 20% and 30% of the total course grade, if quizzes, assignments and final term exam exist.
- Final semester subject examinations: are to be done during the last two weeks of every semester. The grade of this exam should carry a weight between 40% and 50% of the total course work if quizzes and midterm exam exist. Students who score less than 30% of the grade of the final exam should get an “F” in that subject irrespective of his course work grade (quizzes, assignments, midterm...)
- Courses with Practical and Theoretical part: the weights for the course evaluation will be based on course description. The student should obtain a minimum passing grade of 50% in the practical part in order to pass the practical part successfully.

Types of Examinations

Examinations may be one of three types, or their combination:

- **Oral examinations:**
 - Oral examinations last for 30 minutes. The examinee should prove that he/she has depth knowledge of the context of the tested area.
 - Oral exams are conducted by an examiner in the presence of expert subordinate / external examiner/ assistant as single exams. (The assessment of the grade of the exam takes place in absence of the examinee(s).
 - A protocol is done in oral examination. It should comprise the names of the examinees, of the examiner and the assistant as well as the time of the exam, a description in brief outlines of the topics tested and the result of the exam. The protocol has to be signed by the examiner and the assistant. The examinee has to be informed with the result of the respective exam afterwards.
- **Written examinations:**
 - Written tests usually last for about 90 to 180 minutes according to the number of credits and the scope of the examined course. The examinee has to prove that he/she can recognize a problem and can find ways to solve it within limited time in the presence of restricted aids
 - The Examination Office usually announces the examination results afterwards.

- A protocol has to be made during written exams, in which special happenings, especially attempts of the examinee to influence the results of the test through deception or other not admissible aids, have to be noted. The protocol has to be signed by the supervisor and to be handed over to the examination office of the respective department responsible for the exam.
- **Practical examinations:**
 - Practical examinations may last for 30 to 180 minutes, and may increase in some circumstances, according to the type of the practical course. These exams are conducted by the course instructor and assistant. The results of the respective exam are announced together with the results of other exams by the Examination Office.

Evaluation of Examinations

The grades for each examination achievement have to be determined by the respective examiners. The grades have to be designated according to the previously mentioned grading scale.

Seminars

Seminars are assessed by attendance, active contribution of the student in discussion or by the presentation of a specific course topic.

Internship

The job-related work should have a scope of at least 6 weeks according to the curricula for each study program and has to be performed during the lecture-free period (summer recess) of the Bachelor degree course (**300 hours are required for Pharmacy**). Internship is a must for graduation and students will be evaluated. This activity can be carried out in all public and private institutions in Egypt and abroad that give the students the opportunity to obtain experience in practicing a job position related to the respective field of study. The placement office together with the personal advisor will help students find an appropriate internship.

Absence, Withdrawal, Deception, and Violations

- An exam achievement is regarded as “fail,” when the examinee misses an exam date without appropriate reasons or when he or she, after start of the exam, withdraw from the exam without proper reasons. The Board of examiners makes the decision on this.
- Reasons made valid for withdrawal or absence have to be presented immediately in a written form to the chairman of the board of examiners and justified.
- In case of illness a medical certificate is required from the university clinic. Justifiable reasons for withdrawal at the date of the exam have to be explained to the exam supervisor/ officer immediately and have to be justified.

- If the Board of examiners accepts the reasons, a new date is set or the exam will be repeated during the make-up exams period. The student will receive a grade of FX. If the reasons are not accepted, the exam is evaluated as “fail”.
- If the examinee tries to influence the exam results by means of deception or the use of forbidden aids, the concerned exam results counts as “fail”.
- An examinee that disturbs the regular course of an exam can be excluded of further participation on other exams by the examiner or the supervisor. The concerned exam result in this case counts as “fail”.
- The board of examiners decides on the recognition of reasons for absence or withdrawal. The examinee has to be informed with the board’s decisions by the GUC Examination Office.

Repeating Examinations

- Subject Examinations that are not passed or are considered to be not passed can be repeated twice according to the following repetition policies and regulations:

1. Students who attend the final exam and score " F" in the final grade:

The students will be allowed to sit for the make up. The grade of the makeup exam will replace the grade of the **final semester exam**. The year's course work **and mid term** will be counted in the final course results. The maximum grade could be scored in the course will be A+.

2. Students who do not attend the final exam without accepted excuse:

The students will score FA in the final grade. They will be allowed to sit for the make up. They will have to pay the applicable makeup exam fee. The grade of the makeup exam will replace the grade of the **final** semester exam. The year's course work **and mid term** will be counted in the final course grade results. The maximum grade could be scored in the course will be A+.

3. Student who do not attend the exam for a valid reason: approved medical excuse, official trip, emergency cases:

Official documents must be submitted. The student will get an FX grade. The 1st Make-up exam is considered the final exam and accordingly course assignments, quizzes and the mid term will be counted and included in the final grade. The student will still have in addition two make ups and will follow case # 1.

4. Students scoring a course grade ranging from **D** to **B+**, and who wish to have a second attempt to improve the overall course grade.

Students are allowed to sit for the makeup exam, in order to have a second chance to improve the overall course grade under the following conditions:

- Only **one attempt** is allowed per subject/ course

- The student must use the opportunity of sitting the makeup exam for improving the desired course grade within **one academic year** of receiving the original score
- The student must pay the applicable makeup exam fee
- The course work component will still be carried forward and counted in the calculation for the final course grade (i.e. the makeup exam will **only** replace the grades received for the **mid-term and final exams**, if applicable)
- The final grade on the basis of make up exam score will automatically replace the original score and will be counted in the degree GPA.
 - If the student sits the makeup exam and ends up scoring a grade that is **lower** than the original grade achieved (*which defeats the purpose of having a second attempt for improving*), he or she will have the opportunity to revert back the original score received. However, there is a restriction of up to **only three** instances in which students can make use of this special arrangement during their **whole study period** at GUC.
 - If the student consumes his / her three chances of reverting back to the original score, and has a fourth incident, the latter exam result will be counted towards his/ her final grade. Hence, it is highly recommended that students study carefully the decision of setting a makeup exam for improving their final grade, and only attempt the makeup exam if they are confident of achieving a higher grade than the originally scored.

5. Students who pass in the Practical part, but fail in the Theoretical part:

The students will be permitted to only the theoretical make -up exam. The grade of the whole course will be “TTh” (Incomplete Theoretical). The grades of the Practical part will be kept and added to the grades of the theoretical part and the course grade is then calculated and announced within one year

6. Students who fail in the Practical part but pass in the Theoretical part

The students will be permitted to only the practical make-up exam. The grade of the whole course will be “IP” (Incomplete Practical). The Practical course assignments, quizzes and the mid term will be counted and included in the final grade. The grades of the Theoretical part will be kept and added to the grades of the Practical part and the course grade is then calculated and announced within one year.

- All make-up exams are cumulative / comprehensive - i.e. including all materials covered during the semester.
- The examination committee determines the deadlines for the repetition of exams accompanying the study. The first repeated exam has to be done within one year following the not passed exam, if the course is a prerequisite for another one in the running semester.
- If an examination is not passed or is considered as "Fail", the candidate receives from the GUC Examination Office a written document about such result as well as gives information about the scope, and eventually the deadline for the repetition of the examination.

- All rules and deadlines concerning registration for regular and makeup examinations are provided by the student affairs office.
- After failing a course, students are allowed to repeat a failed course maximum 2 additional times during his study period.

Regulations for students receiving an 'F' grade after the 1st make up

- Students who fail after the 1st make up in 1 or 2 subjects will join the mainstream students in the following semester. They will have to sit for the make-up exam for the failed courses in the following make-up exam session.
- Students who fail after the 1st make up in 3 subjects or more will have to repeat the subjects with "F" grades and will be allowed to continue with the following semester mainstream students with a restricted number of courses after receiving Academic Advising.

Requirements for Progression

Students progression from one year to the next is dependent upon satisfactory completion of all academic courses (except of two) of the previous years. Students who complete a partial year's work may proceed to the next year courses for which they have prerequisites. Knowledge of the material of the prerequisite modules can be assumed if the student attended the midterm and the final exams.

Prerequisites / Co-requisites

There are prerequisites and co-requisites courses: The term prerequisite implies a progression from less advanced to more advanced study in a field. Students must satisfy the prerequisite(s) before registering for the course, unless exempted by the instructor. Co-requisite courses must be taken concurrently. When a course is listed as both a prerequisite and a co-requisite, it may be taken prior to or concurrently with the other course.

Prerequisites and co-requisites have been established to provide the maximum assurance that a course will be completed satisfactorily.

Based on academic advising, students who fail in a pre-requisite course may attend the advanced course without considering their final grades provided that they score passing grades in the course work (minimum D).

Academic Probation

Academic Probation is a warning to the student whose academic performance is lower than the average standard set by the University. The student will be required to show scholastic improvement in order to remain at the University. A student on probation status is not considered in "good standing" at the University, and eligibility to continue under scholarship or other financial aid programs, to participate in extracurricular

activities, or to run for certain offices may be affected. A student is placed on academic probation when s/he acquires a cumulative grade point average less than 3.7 (D+) in their selected study program.

An Academic Probation status is placed on the student's record and the student shall be permitted to register only after consultation with, and approval of a designated University adviser.

Students on probation may be advised to reduce their academic load per semester in order to be able to have a better chance to improve their overall GPA.

A student shall be given two subsequent semesters for enrollment on probationary status. At the conclusion of the two semesters, a student who has not achieved a cumulative GPA of at least 3.7 (D+) shall be advised to change the study program or be excluded from the university. A student excluded from the University may not apply for readmission or reinstatement for one calendar year.

Bachelor Thesis / Project

1. The Bachelor project is an examination thesis/ project. It should show that the examinee is capable of solving practice-orientated problems of his/her field of study with scientific methods within a limited time and can present the results precisely.
2. The Bachelor project is supervised by a university academic staff member or assistant who works in the field of teaching and research under the supervision of a professor.
3. The Bachelor project is to be carried out and completed within the last semester of the study program. The candidate has to start the Bachelor project by making an application for the subject assignment. The topic of the Bachelor project is determined by the supervisor in consultation with the examinee.
4. Topic, questions and scope of the Bachelor project will be limited so that the deadline for the processing of the Bachelor project can be met.

Submission and Evaluation of the Bachelor Project

1. The Bachelor project report must be submitted within the given period for completion to the same person who assigned the thesis/project. The submission date must be on record. If the deadline is not met because of illness, the reason for non-completion must be justified directly to the board of examiners by means of a medical certificate.
2. There shall be a presentation for the project
3. The Bachelor project will be evaluated by the supervisor and by a Professor/Lecturer who works in the field.

Repeating the Bachelor Project

The Bachelor project can be repeated only once. The candidate will be assigned in this case a new topic.

Bachelor Certificate

The Bachelor document certifying successful completion of the Bachelor Degree is signed by the Dean of the respective faculty and by the University President and is headed with the official logo of the GUC.

A transcript of examinations passed will be issued stating the grades of the single subjects as well as the overall grade achieved by the student. The transcript will be signed by the Registration Office and by the Dean of the respective faculty.