

Rules and Regulations, Quality Assurance of the Programmes, Student Support and Career Placement

Abbreviations and acronyms

MSA	October University for Modern Sciences and Art
UoG	University of Greenwich
UoB	University of Bedfordshire
HR	Human Recourses Department
PR	Public Relations Department
CPC	Career Placement Centre
CH	Credit Hours
CPS	Credit Points
CS	Computer Science
MS	Management Sciences
GP	Grade Point
GPA	Grade Point Average
CGPA	Cumulative Grade Point Average
BSc	Bachelor of Science
BA	Bachelor of Arts
BOS	Board of Study

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Rules and Regulations

MSA University complies with the Rules and Regulations of the Ministry of Higher Education in Egypt as per decree 49 for the year 1972, in addition to the Rules and Regulations of the Private Universities in Egypt as per decree 101 for the year 1992. All following modifications that have been added from then to date are complied with.

MSA Academic Calendar & Quality Assurance Calendar

MSA Academic Calendar & Quality Assurance Calendar are issued by Head, Central Quality Assurance & Audit Unit and approved by MSA President almost two months prior to the academic year; to ensure that all MSA Staff and students are aware of the University important dates and events. The Calendar is announced on MSA Website. Any amendments due to Governmental short notice alterations, current Covid 19 updates & MSA Control unit requests are announced on MSA online platforms in due course. Students could access MSA calendar via the following link.
<https://msa.edu.eg/msauniversity/student-life/academic-calendar>.

Admission

MSA University accepts students who have passed Thanaweya Amma Examinations and other equivalent High School Examination, for instance but not limited to: IGCSE, GCSE, American Diploma, German Certificates, IB, Arab Certificates. etc. The Ministry of Higher Education & the Supreme Council of Egyptian Universities specify the admission conditions, subjects required for admission, the minimum percentage for admission and the maximum number of newcomers accepted in each faculty, which varies from one year to the other. These conditions are declared to all applicants during the summer, prior to their admission to the University via the links listed below.

MSA Admission updated & detailed guidelines could be obtained online via the following link: <https://msa.edu.eg/msauniversity/admission>

Faculties Guideline Booklet:

<https://msa.edu.eg/msauniversity/about-msa/why-msa-university/faculties-admission-booklets>

Tuition Fees and minimum score:

<https://msa.edu.eg/msauniversity/admission/newcomer>

Academic Scholarships:

<https://msa.edu.eg/msauniversity/admission/newcomer>

Early Admission Programme:

<https://msa.edu.eg/msauniversity/admission/early-admission-program>

English Language Placement Test:

<https://msa.edu.eg/msauniversity/admission/elpt-guidelines>

Applicants parent session & Interview:

<https://msa.edu.eg/msauniversity/admission/applicants-online-interviews-clubs>

Faculties' requirements:

<https://msa.edu.eg/msauniversity/admission/admission-requirements>

How to apply:

<https://msa.edu.eg/msauniversity/admission/apply-online>

Admission for Transfer students:

<https://msa.edu.eg/msauniversity/admission/transfer-student>

Admission for International Students:

<https://msa.edu.eg/msauniversity/admission/international-students>

Faculty promo videos:

<https://msa.edu.eg/msauniversity/admission/faculties-promo-videos>

MSA Faculties:

<https://msa.edu.eg/msauniversity/faculties>

Capacity Training & Test

<https://msa.edu.eg/msauniversity/arts-design-capacity-training-and-test>

New Applicant Dashboard

<https://msa.edu.eg/msauniversity/admission/new-applicant-dashboard>

Assessment and Progression

MSA Grading Scheme

The MSA grading scheme for the Faculties Computer Science, Management Sciences, Mass Communication, Languages, Arts & Design is as follows:

Letter Grade	Mark
A	≥ 90%
A-	< 90% - ≥ 85%
B+	< 85% - ≥ 80%
B	< 80% - ≥ 75%
B-	< 75% - ≥ 70%
C+	< 70% - ≥ 65%
C	< 65% - ≥ 60%
C-	< 60% - ≥ 56%
D+	< 56% - ≥ 53%
D	< 53% - ≥ 50%
Fail	< 50%

The MSA grading scheme for the Faculties of Pharmacy, Dental Surgery and Biotechnology is as follows:*

Letter Grade	Mark
A	≥ 90%
A-	< 90% - ≥ 85%
B+	< 85% - ≥ 80%
B	< 80% - ≥ 75%
B-	< 75% - ≥ 70%
C+	< 70% - ≥ 65%
C	< 65% - ≥ 60%

For Pharmacy Students (New Curriculum), D,D+ AND C- grades is allowed only for Modules

For Dental Surgery and Biotechnology D,D+ AND C- grades is allowed only for Computer and English Modules

MSA Grading scheme for the Faculty of Engineering commencing intake 2014/2015 is as follows:

Grade	Range	GPA	Award
A	≥ 93	4.00	EXCELLENT
A-	≥ 89 & < 93	3.67	
B+	≥ 84 & < 89	3.33	VERY GOOD
B	≥ 80 & < 84	3.00	
B-	≥ 76 & < 80	2.67	GOOD
C+	≥ 73 & < 76	2.33	
C	≥ 70 & < 73	2.00	PASS
C-	≥ 67 & < 70	1.67	PASS
D+	≥ 64 & < 67	1.33	Conditional PASS if CUM GPA is ≥ 2
D	≥ 60 & < 64	1.00	
F	< 60	0.00	FAIL
F(1)	< 60 Deprived from final exam	0.00	
F(2)	< 60 Absent in the final exam	0.00	
F(3)	< 60 Achieved < 30% in final exam	0.00	

P Pass.

I Incomplete.

W Withdraw.

Grades that are not included in the grade point average are as above.

The 100% mark for each module is normally divided as follows (unless specified otherwise):

coursework
unseen exams

The Calendar of Assessment

There are five main periods of assessment during the academic year:

- At the middle of the Fall Semester.
- At the middle of the Spring Semester.
- At the end of the Fall Semester.
- At the end of the Spring Semester.
- At the end of the Summer Semester.

Each assessment includes a deadline for submitting the work to be assessed . At the end of each period of assessment, the University Assessment Board meets to confirm the results of all modules and award qualifications after being reviewed, scrutinized and ratified at the Faculty Assessment Boards.

The Structure of the Assessment Boards

University Assessment Board (where awards are ratified)

Chair: appointed by Collaborative University

Members: MSA President, External Examiners, Faculty Deans, Head of Quality Assurance & Audit Unit, Link Tutors, Programme leaders, Representative from MSA Central Control office & Admission office .

Secretary: Head of Quality Assurance & Audit Unit

Faculty Assessment Board (where module results are agreed)

Chair: Dean of Faculty

Members: Link tutors, External Examiners, Programme Leaders and Module Coordinator/Leaders.

Secretary: Appointed by Chair

Academic Load

The academic load is the number of registered credits per student each semester.

Grade Point

The corresponding Grade Point (GP) for each letter grade for the Faculties of Engineering, Computer Sciences, Management Sciences, Mass Communication, Languages and Arts and Design is as follows:

Letter Grade	GP
A	4
A-	$3\frac{2}{3}$
B+	$3\frac{1}{3}$
B	3
B-	$2\frac{2}{3}$
C+	$2\frac{1}{3}$
C	2
C-	$1\frac{2}{3}$
D+	$1\frac{1}{3}$
D	1
Fail	0

The corresponding Grade Point (GP) for each letter grade for the Faculties of Pharmacy, Dental Surgery and Biotechnology is as follows:

Letter Grade	GP
A	4
A-	$3\frac{2}{3}$
B+	$3\frac{1}{3}$
B	3
B-	$2\frac{2}{3}$
C+	$2\frac{1}{3}$
C	2
(F) Fail	0

Grade Point Average

Credits acquired by the student are based on the credits of the passed modules from the academic load registered. Repeated modules will be counted once toward the calculation of accumulated credit hours. The highest achieved GP will be used for calculating the cumulative GPA.

As for the Faculty of Engineering, If a student repeats a module because he failed it before, the maximum grade that he can obtain in the repeat is B+.

The two (or more) grades of repeated modules are recorded in the student transcript. The cumulative GPA calculation starts from the first semester for each student and is updated each semester till her/his graduation.

The semester GPA of the student is the weighted average of the grade points acquired in the modules passed in that specific semester. It is calculated as follows:

Semester GPA =

Sum of the product of the number of credit hours of each Module in the current semester load X the corresponding GP

(Semester Total Credits in the current semester load) *

= Σ (Number of credit hours of each module in the current semester load X corresponding GP)

(Semester Total Credits in the current semester load) *

The number of credits used to calculate the Cumulative GPA is the number of credits registered by the student up to this date.

Cumulative GPA =

Sum of the product of the number of credit hours of each Module registered up to this date X the corresponding GP

Total Credits registered up to this date

= Σ (Number of credit hours of each Module registered up to this date X corresponding GP)

Total Credits registered up to this date

*Excluding pass-fail Modules credit and transferred Modules from Universities other than MSA. Grades that are not included in the grade point average are as follows: (P) Pass, (I) Incomplete, (W) Withdrawal.

BA/BSc Students Equivalence Grades:

National Grading Classes	UoG/ UoB Class Award	MSA CGPA	Letter Grade Equivalence
Excellent includes	First Class Honour	≥ 3.67 & ≤ 4	A & A-
Very Good includes	Upper Second (2:1) Honour	≥ 3.0 & < 3.67	B & B+
Good includes	Lower Second (2:2) Honour	≥ 2.33 & < 3.0	B- & C+
Satisfactory includes	Third Class Honour	≥ 2.0 & < 2.33	C

This table applies, for the faculty of Engineering students', commencing intake 2014/2015:

UoG Class Award	MSA CGPA	Letter Grade Equivalence
1 st Class Honour	≥ 3.67 & ≤ 4	A & A-
Upper Second (2:1) Honour	≥ 2.67 & < 3.67	B+ , B and B-
Lower Second (2:2) Honour	≥ 2.33 & < 2.67	C+
3 rd Class Honour	≥ 2 & < 2.33	C

MSA CGPA is calculated as per the student's entire profile. UoG CGPA is calculated as per the final two academic years respectively. UoB is calculated as per the final academic year respectively.

General Policies & Services

Virtual Classes

In compliance with MSA University's General Conduct Regulations, the following conduct is expected from our students throughout any online communication platform, and while attending a virtual online class:

- 1- Make sure you are in a quiet area before entering an online class.
- 2- Join your scheduled class on time, preferable a few minutes earlier.
- 3- Use your real name while signing-in.
- 4- Turn off your camera, unless the instructor asks you to turn it on.
- 5- Mute your microphone when you are not speaking, and allow others to speak without interrupting them.
- 6- Use the "Raise Hand" feature if you wish to ask a question or share something, and wait for the Instructor's permission to unmute you.
- 7- Use the chat box to share ideas and ask questions that are related to the lecture.
- 8- Avoid typing words in ALL-UPPERCASE; which is the written equivalent of shouting.
- 9- Use language that is appropriate for an academic environment; polite, courteous, respectful, and clear.

Any improper conduct performed by a student during an online session, or through any used online communication platform, including but not limited to:

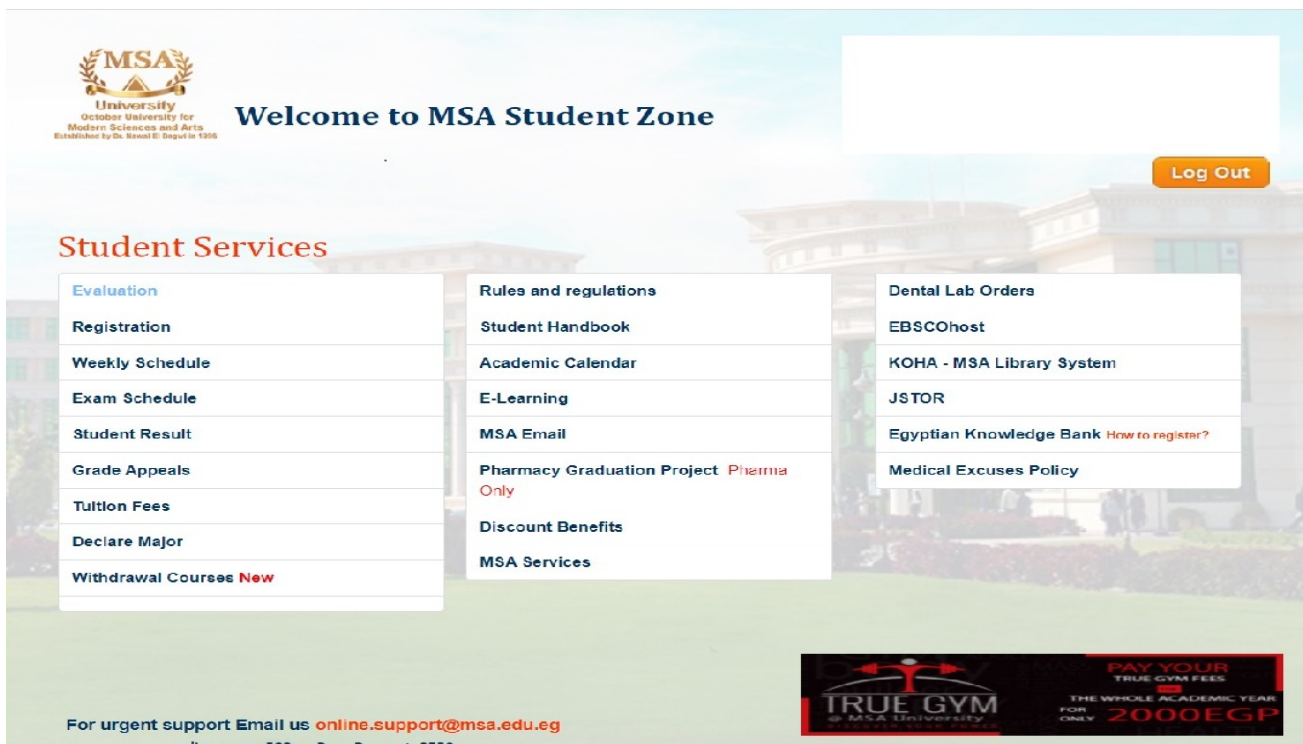
- 1- Sharing content without permission.
- 2- Showing disrespect for the university, faculty, instructor, or classmates.
- 3- Using inappropriate language, emoji, graphics, videos, photos, etc.
- 4- Sending messages that are threatening, offensive, or breaching tradition and moral standards.

Will not be tolerated, and immediate disciplinary action will be taken against violators. Further updated information is uploaded on: <https://msa.edu.eg/msauniversity/student-life/virtual-learning-guidelines>

Student Online Services (Student Zone)

A) Academic Services

Students are invited to visit MSA website to access the Student Zone or directly from the following hyperlink: <http://students-zone.msa.edu.eg/Login.aspx>. S/he must enter her/his MSA ID and password to have access to MSA academic services. For IT Assistance, email: IT@msa.edu.eg . Students could also contact: 01029172777 – 01029175222 – 01029174222 – 01029197111.



The screenshot shows the MSA Student Zone interface. At the top left is the MSA logo and text: "MSA University October University for Modern Sciences and Arts Established by Dr. Nawal El Deghdy in 1998". The main heading is "Welcome to MSA Student Zone". A "Log Out" button is in the top right. Below the heading is a "Student Services" section with three columns of links:

Evaluation	Rules and regulations	Dental Lab Orders
Registration	Student Handbook	EBSCOhost
Weekly Schedule	Academic Calendar	KOHA - MSA Library System
Exam Schedule	E-Learning	JSTOR
Student Result	MSA Email	Egyptian Knowledge Bank How to register?
Grade Appeals	Pharmacy Graduation Project Pharma Only	Medical Excuses Policy
Tuition Fees	Discount Benefits	
Declare Major	MSA Services	
Withdrawal Courses New		

At the bottom left, it says "For urgent support Email us online.support@msa.edu.eg". At the bottom right, there is a "TRUE GYM" advertisement with the text "PAY YOUR TRUE GYM FEES THE WHOLE ACADEMIC YEAR FOR ONLY 2000EGP".

New services are regularly introduced to ensure meeting the students requests and to cope with the online/hybrid platforms.

B) Student Miscellaneous Services



Students could apply for service requests, such as but not limited to: Student ID Card, National ID Form, Internal Enrollment Letter, Curriculum Five Year Plan, Ministry Enrollment Letter, Transcript, Metro, Internal Statement Case, Ministry Statement Case, English Education Certificate, Arabic Test, Religion Test, etc. New services are regularly introduced to ensure meeting the students requests and to cope with online/hybrid platforms. For IT support, you could email: IT@msa.edu.eg/.

Payment of Fees

Students should refer to MSA Academic Calendar published/updated on MSA website for the dates of payment for each semester. Reminders are conducted through MSA official website, MSA media platforms & e-learning as well as Student zone.

As a further service to facilitate the process of payment of fees, students could directly pay in the banks announced by MSA University using their MSA University ID card. Student could check their tuition fees via MSA Student Zone post the grade publication. For further details, contact MSA Accounting Department. A recent facilitation of payment has been introduced, where student bank receipts are automatically registered on MSA system. Students must ensure that their Bank payment receipt is registered in MSA Accounting Department prior to course registration.

Advising and Registration for progressing students

The Advising and Registration Period for each semester is announced on MSA Academic Calendar almost two months prior to the academic year. Students must

adhere to this period as delaying registration after the commencement of the semester will affect their academic progression and will also be counted as absence.

Registration is conducted online. During the Registration Period students are offered academic advice via their academic advisors. Students are eligible to register the full load of the semester as long as S/He is not under probation. Students must refer to their faculties as for the respective permitted load. Students are allowed to register for a maximum of seven credit hours during the Summer Semester. However, if this is the student's last semester, he/she should refer to her/his respective faculty for evaluation.

Online Registration

To successfully register online, the student is requested to adhere to the following steps:

1. Visit MSA website ***msa.edu.eg*** (from your computer or mobile phone)
2. Click on “***Student zone***”
3. Enter your MSA user name and password. (In case you encounter any problem, contact MSA IT support : [IT@msa.edu.eg/ or call](mailto:IT@msa.edu.eg)) Students could also contact: 01029172777 – 01029175222 – 01029174222 – 01029197111.
4. You will be introduced to several services. Select “ registration” Now you are introduced to “***Student Registration link***”, where you select your modules through a Drag and Drop process from the available modules. You are advised to contact your faculty Student Affairs office (in person/via email) for support. Each Faculty contact channels respectively are sent to your MSA email.
5. After completing your schedule click “***End Registration***”. Being prompted to the print button implies that your schedule is automatically approved. If you are not prompted to the print button then review your schedule to ensure that all courses/modules, labs and tutorials are selected correctly and attempt again.

6. Students who register on-line, should Check that their online schedules are approved (Approval is done within 48 hrs.) if the Schedule is not approved for any reason (Incomplete Schedules, violation of registration rules,etc.) the Schedule will be automatically cancelled, and the student must register again.
7. Students are not allowed to register for Graduation project except in the regular semesters exclusively i.e Fall and Spring semesters.
8. Engineering Students are not allowed to register for Architectural Design courses except in the regular semesters exclusively i.e Fall and Spring semesters.
9. Students are not allowed to register for their colleague.
10. Probation Students must contact their academic advisor prior to registration
11. Students (Male students) must check their military status with MSA Military Department.

Please refer to your respective faculty student affairs office for further details & updates.

Add and Drop of Modules

Students should refer to their respective faculty for the exact dates of Add and Drop of the modules (courses/units) for each semester.

Internal Transfer

Students should refer to their respective faculty and to MSA Admission office for the procedures and dates of Internal Transfer of major/faculty.

Progression of Students

Progression is determined by the number of credit hours completed by students as determined by each faculty.

Turnitin

Turnitin is a text matching tool that works by comparing your written assignment with a database of web pages, academic books and articles, as well as other students' papers. After comparing your assignment to the database, Turnitin generates a similarity index and an originality report for your submission. The similarity index indicates how much of your writing matches writing from previously existing sources. The originality report highlights all phrases that match the text in an existing source and provides links to those sources.

Students are advised to submit their pieces of work via turnitin that is available on MSA e learning. Students receive induction sessions with this regards when they first join the University as well as in the central English courses offered to all MSA students. Students should refer to their faculty e- learning for detailed information.

Attendance

The contact between the staff and student is the most effective means of learning. Class discussions and comments enhance the students' understanding of the module content providing a new dimension to the learning experience. For these reasons, students are required to satisfy certain attendance requirements.

Students who fail to attend 75% of all lectures and tutorials/Labs for a given module/unit are deprived from the final exam and automatically fail (F1) the Module. This includes absences for medical reasons and emergencies. The university is under no obligation to notify students with their number of absenteeism.

Commencing Fall 2020, inline with the Governmental instructions (as a consequence of Covid 19 pandemic), educational bodies in Egypt applied the Hybrid system in education as a mode of ensuring the implementation of health and safety measures. So while week one schedules attend in class, week 2 attend online and alternatively.

Late Arrival

Late arrivals disrupt the class and interrupt other student's concentration. Students are advised to attend on time. Students are allowed into the class during first five minutes. Otherwise, they miss the class and are recorded as absent.

Late Submission

Students are notified of the deadline for work submission for all pieces of their work at the start of the semester on Moodle. The submission link will be automatically closed after the posted due date. Students could also refer to her/his faculty student handbook in terms of the late submission policy.

In case of any extenuating circumstances, students should refer to their respective faculty student affairs office.

Probation

Probation students are students who fail to achieve CGPA 2.0 (equivalent to C i.e $\geq 60\%$ while for the faculty of Engineering commencing intake 2014/2015 C is equivalent to $\geq 70\%$). Every student has to check her/his CGPA every semester to revise her/his status. Students are informed during their first levels on probation that they should exert utmost effort on raising their CGPA to at least 2.0 ($\geq 60\%$) while for the faculty of Engineering commencing intake 2014/2015 C is equivalent to $\geq 70\%$) to avoid being dismissed from the University and to be able to graduate.

Students under probation must;

1. Fill in the faculty Probation form, prior to semester registration, at the respective faculty student affairs office (On Probation committee), or fill it and send to the respective faculty email. Note that the faculty email address is sent to MSA Student's email.
2. Attend a consultation session (in campus/online) with the faculty Student Affairs' office (On Probation committee) and relevant academic advisor. It is Compulsory that the parent/guardian signs the form and attend this session.
3. All forms are kept in the respective Faculty Students affairs records.
4. Students under probation receive utmost follow up, advising and support from their respective faculty to support them towards overcoming their academic probation.

Probation students are advised to improve their academic standards since students who remain on probation will be dismissed from the university. The number of semesters are determined by the Supreme Council of Egyptian Universities.

In case of being on probation for:

- a) Four consecutive semesters, the student will be dismissed from the faculty and will not be allowed to reregister in the same faculty again.
- b) A total of eight inconsecutive semesters, in the faculties of Management Sciences, Computer Sciences, Mass Communication, Languages, Arts and Design & Biotechnology and ten inconsecutive semesters in the faculties of Engineering, Pharmacy and Dental Surgery, the student will be dismissed from the faculty and will not be allowed to reregister in the same faculty again.

Spring and Summer semesters are counted as one semester. The student is allowed to change major only once.

UoG CGPA is calculated for only 300, 400 level modules in case of faculties of Management Sciences¹, Computer Sciences and Biotechnology while 400, 500 level modules in case of the faculties of Engineering and Pharmacy. As for faculties of Management Sciences², Arts & Design, Languages & Mass Communication; UoB class classification Award is calculated for 400 level units respectively.

Students MSA & UK CGPA must not be less than 2.0 in order to graduate.

Failing a Module

Along with the information mentioned in the section “MSA Grading and Assessment”, Students must meet the deadline for submission of all coursework in accordance with the requirements of the university.

A student is deemed to have failed in the following cases:

- Students who fail to attend 75% of all lectures, labs and tutorials (F1).
- Students who fail to attend the final exam (F2).
- A) Faculties of Management Sciences, Computer Science, Mass communication, Arts and Design, Languages Students who fail to achieve 25% of the marks in the final exam (F3)

¹ (intake19/20 & prior)

² (commencing intake 20/21)

B) Faculties of Pharmacy, Dental Science and Biotechnology Students who fail to achieve 30% of the marks in the final exam (F3).

C) Faculty of Engineering Students:

- I. Prior to intake 2014/2015 students who fail to achieve 25 % of the marks in the final exam (F3)
- II. From intake 2014/2015 students who fail to achieve 30% of the marks in the final exam (F3)

Extenuating/Mitigating circumstances

Extenuating/Mitigating circumstances are managed by MSA according to MSA's Mitigating Circumstances policy. Mitigating Circumstances are serious unforeseen circumstances, beyond the control of a student, that have significant negative impact on her/his academic performance in assessment(s). MSA is keen to promote academic integrity and encourage a healthy productive learning environment. To achieve this goal, the university takes specific measures to preserve and transmit values of academic honesty and integrity. MSA adopted its current examination system which is concerned with mitigating circumstances affecting the academic performance of students in relation to assessments and scheduled examinations. The purpose of the Mitigating Circumstances policy is to ensure transparency, fairness and equality among MSA students. On the other hand, this policy makes use of the accumulated experiences in verifying the credibility of the student's rights and responsibilities.

Consideration of Mitigating circumstances

Mitigating circumstances claim could be considered, but not limited to, (subject to MSA scrutinization and approval):

1. The student provides official evidence including legal documents to prove the occurrence of an accident or an emergency that prevented him/her from submission of an assessment or attendance of a scheduled exam.
2. The time of the incident/accident has obliterated the student's ability to perform the assessment(s) or attend a scheduled exam.

Procedures for Applying for Mitigating Circumstances

Students are encouraged to submit their mitigating circumstances in advance.

1. Students who apply for mitigating circumstances should fill in a request before the assessment date.
2. If the student cannot apply for mitigating circumstances him/herself, her/his parent(s) is eligible to apply on her/his behalf.
3. Applications received for the Mitigating Circumstances must be as per the specified time frame as per the respective faculty student handbook/student affairs.
4. A student should submit all possible documents/ evidence along with their request/application form.

Accepted circumstances:

The following circumstances are the most likely, but not limited to, be accepted as mitigating circumstances based on evidence and provided documentations **subject to MSA scrutinization and approval.**

1. Medical circumstances:

Medical circumstances include and not limited to serious illness, hospitalization and illnesses. The student who has any medical issues should provide a medical report from a qualified medical professional or an official stamped report from a hospital.

2. Road accidents:

In case a student has been involved in a road incident, he/she must provide a full detailed information about the accident accompanied by an official police report.

3. Family difficulties:

Family difficulties include and not limited to sudden serious illness or death of a member of the student's close relative. The student who has family difficulties should provide a medical report from a qualified medical professional or a copy of a death certificate, accompanied by an official approval on relationship.

MSA University considers documents, personal information and other parties information as classified documents (Restricted and Confidential).

Unaccepted circumstances:

Any circumstances that does not affect the assessment procedure, its fairness and the ability of the student to perform the assessment would not be considered as mitigating circumstances

Normally unacceptable, but not limited to, are:

- The death or illness of a distant relative.
- Confusion over time, date location of the examination, or assignment hand-in date on the part of the candidate when this has been clearly notified, and has not posed any problem to other students in the group.
- Work pressure as a full-time student.
- Cases where medical certificates are retrospective, i.e. dated/issued after recovery
- Any claim not supported by independent and reliable evidence.
- Computer problems such as viruses, memory stick failure/loss, printer problems, network problems.
- Problems handing in an assignment to the designated place by the deadline.
- Collecting data/more data for an assignment.

Reviewing Mitigating Circumstances

1. Medical circumstances

- Submitted documents should be directed to the university physician to be reviewed. The university physician has the right to ask for more documents, medical reports and further investigations. He should write a report about the circumstances.
- All documents including the university physician report should be presented to the Dean and then to University President to take the final decision concerning the claim.

2. Non - medical circumstances

- The request form and other submitted documents should be presented to MSA Legal department to verify and recommend action, Dean and then University President to take the final decision concerning the claim.

Exemption of Midterm Exam

Students who were not able to attend the midterm exam would be allowed to complete the module but will lose the midterm exam grade; unless the respective Dean and ultimately approval of University President consider the extenuating circumstances and

approve the case, consequently the final exam will be marked out of the total marks allocated for both midterm and final exam. The student is requested to fill out the “*Exemption of Midterm Exam Form*”. *by maximum within two days of the exam. Students should follow the following procedure:*

1. The student fill the form at the respective faculty student Affairs office. Students’ must submit the form along with the academic reason for exemption (Accident, medicaletc)
 - a) The Medical report must be approved from university medical department.
 - b) The Accident report incorporating the police report & any relevant official documentation for the accident must be submitted to the University Legal Affairs office for scrutinization and submitted to the respective Faculty Student affairs.
2. The students receive the approval from the students’ advisors.
3. This form is signed by the Faculty Dean, then by the University President.
4. The form is delivered to the admission office to be uploaded on Oracle.
5. A copy of the form is kept in the student’s record

Students should take into account, that although, the University grants the Exemption of Midterm exam after scrutinizing the students extenuating circumstances, this involves a possibility of affecting their academic progression.

Incomplete

If a student fails to attend the final exam due to any emergency or extenuating circumstances, and the respective Dean & University President approve the nonattendance, then an incomplete grade will be agreed upon. The approval of the incomplete request entails that the students’ Mid-term grade as well as course work grades are transferred to students who are given an (I) grade.

1. The student is requested to fill out a hardcopy “*Incomplete form*”. *in the respective faculty Student affairs office*, student must attach the reason for exemption; Accident, medical etc.:
 - a) The Medical report must be approved from the university medical department.
 - b) The Accident report incorporating the police report for the accident must be submitted to the University Legal Affairs office for scrutinization then submitted to the respective Faculty Student affairs.

2. The students form must be signed and approved by the students' advisors, Faculty Dean then University president
3. The form is delivered to the admission office to be uploaded on MSA Oracle
4. A copy of the form is kept in the student's record.

Students must take the following into consideration:

- a) Incomplete courses' registration are counted in students 'registration load.
- b) Incomplete courses are registered in subsequent semester, otherwise, the grade "I" will be changed to "F".
- c) Incomplete courses cannot be withdrawn from the Final Exam.

Subsequently, the student will be allowed to sit for the final exam of this module at the next opportunity where the incomplete module will be offered and registered as a regular module thus calculated as part of the student's academic load and will appear on her/his registration form.

Students should take into account, that although, the University grants the Incomplete option after scrutinizing the students extenuating circumstances, this involves a possibility of affecting & delaying their academic progression.

Withdrawal/Deferral

1. **Module Withdrawal:** Students who apply to withdraw from a module due to being unable to progress or extenuating circumstances must submit a completed online module withdrawal³. As for the Faculty of Engineering, the student must fill out the online withdrawal form as well as submit a hardcopy withdrawal form in the Engineering Admin Office C205 to be approved by the Faculty Dean.

Student should login to the Student zone: <http://students-zone.msa.edu.eg/Login> and select "module withdrawal". Student should follow the online instructions. The student will

³ Except for Faculty of Engineering, the student must fill out the online withdrawal form as well as submit a hardcopy withdrawal form in the Engineering Admin Office C205 to be approved by the Faculty Dean. Student should receive an online notification for approval/ disapproval within the advised time frame.

be requested to enter his national ID number, reason for withdrawal, click the check box and choose the selected module that he wishes to withdraw.

Student should receive a notification for approval/ disapproval within the advised time frame, upon scrutinization by the respective Dean then for final approval by the President. After the approval, the Admission office uploads the withdrawals on the oracle. A copy of the form is kept in the student's record.

Students should note the following:

- As a University Policy, it is not allowed to withdraw from English courses. Withdrawal requests for English courses are subject to MSA Presidents approval.
- It is not advised to withdraw from lower-level courses for academic concerns.
- It is not allowed to withdraw from “Incomplete” courses.
- It is not allowed for probation students to withdraw from courses where they already scored “F”, “F1”, “F2”, or “F3” grade.
- Student should refer to their respective faculty with regards to the due date of withdrawal.

The Module/Course grade appears as W instead of F. Students should take into account that, although the University permits the withdrawal after scrutinizing students extenuating circumstances, this involves a possibility of affecting and delaying their academic progression.

2. **Semester Deferral:** Students who apply for a whole semester withdrawal (Deferral) due to extenuating circumstances must abide to the following cycle:
 - a) The student should fill out a hardcopy form at the respective faculty student affairs office . The student should also submit supporting documents justifying the reason for her/his deferral.
 - b) An unofficial transcript is printed from MSA Central Control office
 - c) For male students, the form should be approved & signed by MSA Military Department office (C313).
 - d) The form Should be approved & Signed by the respective Faculty Students affairs office

- e) The form should be approved & signed by the respective Faculty Dean and MSA University President
- f) The student should head to MSA Admission office to upload on Oracle
- g) A copy of the form is kept in the student's record.

The student results appear as W instead of F. Students should take into account that, although the University permits the withdrawal after scrutinizing students extenuating circumstances, this involves a possibility of affecting and delaying their academic progression.

3. **Withdrawal from the University:** The student initially applies to withdraw at the University Student Affairs office (C313). The student must fill a Withdrawal request and submit to the faculty for academic feedback & approval then the request is escalated to the respective Dean/programme leader. Withdrawing students may request their transcripts and original documents from the University student affairs office.

Repeat Policy

Students may not repeat any course they have passed unless they are under probation. Students who fail to maintain a minimum CGPA of 2.0 will be put under probation and will be allowed to repeat Modules with a grade of C-, D+, D and F. The grade used in the final GPA is the highest grade achieved by the student.

As for Faculty of Engineering students commencing intake 2014/2015 respectively, the following rules apply:

- A student is allowed to repeat passed modules to improve his cumulative GPA by repeating the whole modules (course work, midterm exam, final exam), the grade used in the final cumulative GPA is the final grade achieved by the student. Repeating modules for improvement is allowed for a maximum 5 modules unless the improvement is overcoming probation. The two (or more) grades of repeated modules are recorded in the student transcript.

- If a student repeats a module because he failed it before, the maximum grade that he can obtain in the repeat is B+. The two (or more) grades of repeated modules are recorded in the student transcript.

Condoned Failures

Condoning regulations for the Faculties of Computer Science, Management Sciences, Mass Communications, Languages, and Arts and Design are as follows:

1. Condoning regulations apply only if the student has scored a minimum of 25% in the final exam.
2. Failing students are entitled to 5 marks to be added to one or more module in which he/she has failed subject to scoring a min of 45% in the failed module.
3. In case of failure in two modules with the same grade, the priority for condonement will be granted to the non-core module

Condoning regulations for the faculties of Pharmacy, Dental Surgery and Biotechnology are as follows:

1. Condoning regulations apply only if the student has scored a min of 30% in the final exam.
2. Failing students are entitled to 5 marks to be added to one or more module in which he/she has failed subject to scoring a min of 55% in the failed module. While in case of English, Calculus, Physics and Computer Science modules, students should score a min of 45% to be entitled for condonement
3. In case of failure in two modules with the same grade, the priority for condonement will be granted to the non-core module

General cases where students are not eligible for condonement:

- ENG90 modules are not condoned.
- Failure in Design modules in the Architecture Programme cannot be condoned.

Failures can only be condoned by the University Assessment Board.

Condoning rules do not apply for Engineering students commencing intake 2014/2015.

Grade Appeals

Staff correct the answer sheets with coded numbers in both midterm and final examinations so that the identity of the student remains completely anonymous thus insuring that the assessment is truly objective reflecting the students' true academic standard. Sample of answer sheets are second marked by an assigned second marker with different colour.

Despite this accurate grading procedure, students are allowed to appeal (online) against their final grade. Through the following procedures:

1. Each Faculty has an established "Grade Appeal Committee" that includes a specialized member in the different majors of the faculty, to receive students Grade Appeals.
2. Student should login to MSA Student zone: <http://students-zone.msa.edu.eg/Login> and select "grade appeal" service . Student should select the modules they require grade appeal for and select submit.
3. The grade appeal is valid for only one week after publishing the result (Midterm Exam or Final Exam).
4. The Grade appeal form is considered by the respective faculty students' affairs office.
5. The grade appeal form is signed by the respective Faculty Dean then addressed to the head of the department.
6. The Grade Appeal Committee investigates the cases thoroughly in coordination with the MSA Central Control Office.
7. In case of grade amendment, Student should receive a notification from the faculty student affairs office The Grade Appeal Committee should provide feedback to students within the agreed time frame of each faculty.

Publication of Results

MSA Official Social Media Platforms notify students that their grades are published. Students receive their Grades on their MSA email & Student Zone after they have been ratified by the University Assessment Board held at the end of each semester.

Honors Scholarship Policy

As per 21 March 2021⁴

Graduation

Students shall receive the award of the University upon completion of the graduation requirements including the requisite number of credits with a CGPA equivalent to C or above at the end of the semester during which the total was achieved.

The UoG/UoB award is granted upon completion of the requisite number of credits with a CGPA equivalent to C or above at the end of the semester during which the total was achieved.

⁴ Affirmed by MSA Examination Unit as per 21st March 2021- subject to annual amendment

Graduation Ceremonies are usually held every year in September/October for Fall, Spring and Summer Semesters graduates collectively. Graduates are also eligible to travel and attend the Graduation ceremony held by the respective collaborative University in the UK. Dates for the UK graduation ceremonies are announced in due course on MSA Media Platforms.

Timetables and Accessing Own Records

Timetables

The University Academic Calendar and the Quality Assurance Calendar are issued by the Central Quality Assurance Unit and approved by MSA President. They are published on MSA web-site, all MSA social media platforms prior to the commencement of the academic year for access by students.

During the Registration Period students are offered academic advice via their academic advisors.

Examination schedules are made available by MSA Central Control Office with convenient time before exam period. Exam schedules are sent respectively to students MSA email. Announcements are made on the University Website and all MSA social media platforms and MSA Student Zone & mobile application.

Accessing your own records

Students can access their grades via their own accounts on the MSA web-site/student zone, or by ordering a formal transcript on MSA student Zone.

Status letter (Internal/Ministry Enrollment Certificate), Transcript & Award Certificate

Student status letters are a proof that you are enrolled in MSA University. They will show your dates of study, the name of your faculty/programme. Student can apply for her/his status letter online via the student Zone services .

An official transcript is a complete record of a student's academic work at the University. Transcripts are issued on authentic, official paper and carry the signature of the University,

the date of issue, and the seal of the University. Each transcript must include the student's complete record at MSA. Student can apply for her/his transcript online via the student Zone services. Transcript requests will normally be processed within almost five working days. However, Transcripts cannot be issued during the period of midterm and final exams.

Graduates could apply for their MSA Graduation certifies online via the student Zone services. Graduates receive their UK Award Certificates from the Central Graduation office (C313).

Declaration of Major

1. The student attends a declaration of Major session held by each major to provide the students with a comprehensive orientation to support the student select the suitable major.
2. Students are made aware of the exact requested criteria/rules for major declaration
3. The student fills the Declaration of Major form at the respective faculty student affairs Office.
4. All forms are collected by the Students affairs at the beginning of the semester
5. When the student completes his registration, the form is kept in the student's file.
6. For further details, refer to your faculty Student handbook and respective student affairs office.

IT Access

MSA University has Wi-Fi coverage that students could access from any spot in the university.

Also students have access to MSA library Labs & MSA Open Labs. The Open Labs schedule is announced and updated on semester basis on MSA E Learning.

Students are advised to have their own IT device (ie Laptop, computer, tablet, etc) & internet access off campus. Students are notified in this effect during the admission process.

Quality Assurance of the Programmes

MSA values the importance of digital transformation and has initiated this step far before Covid 19 due to its awareness of the significance of development of the traditional norms of teaching, learning and assessment.

Post Covid 19, MSA has introduced Online Education followed by Hybrid Education. MSA encouraged technology via:

- Setting an overall strategy for digital transformation with the aim of embedding AI in various programmes and in particular graduation projects.
- Setting a protocol with Huawei Organization. This protocol has granted both students and staff members the opportunity to successfully pass the Huawei Artificial Intelligence exam and being recognized as Huawei partners. HCIA-AI professional certificate recognizes its holders as Artificial Intelligence (AI) and Machine Learning experts.
- Holding several webinars on university level introducing various advanced teaching, learning, and assessment tools to coincide with the rapid educational technological advances and to encourage class engagement.
- Providing digitalized library resources so they are available online either in/off campus.
- Digitalizing various services presented to students as on-line registration, withdrawals, grade appeal, issuing certificates and others.
- Create mobile apps to keep students updated with events, news, issue results and more.

The Quality Assurance and Audit unit in MSA University is responsible for institutionalizing and following the criteria and procedures established by the university to assure quality of its academic provision and to maintain its academic standards.

All programmes are subject to the University's academic quality assurance procedures; which include those procedures related to programme approval, monitoring and review.

Students also have a very important role in the enhancement of the quality of programmes, by way of feeding back on a regular basis via Module Evaluation, Boards of Study, and

other mechanisms. Student feedback also plays a major role in Programme monitoring and review. (Refer to Feedback from Student's Section).

MSA University, and its Programmes, are subject to periodic review visits by its collaborative partners and external examiners. These reviews place confidence in the quality, standards & currency of provision.

A key feature of these processes is the input from external examiners who ensure that MSA University Awards are comparable to those of other UK universities, and that the programme curriculum, teaching, assessment and resources are appropriate.

External examining at the University of Greenwich/University of Bedfordshire provides one of the principal means whereby the University verifies, maintains, and enhances the academic standards of the courses and the programme on which you are studying. They also help the University to ensure that your assessment processes are sound, fairly operated and in line with the policies and regulations of the University of Greenwich/University of Bedfordshire.

External Examiners - academic staff from other Higher Education Institutions or from the professions - are appointed by MSA collaborative partners as reviewers of MSA courses and programmes of study for a period of four years. External examiners conduct and assure the following:

- Review and comment on the standard of key elements of assessment that have been set.
- Review samples of student work and confirm whether the standard is at the level expected for the award studied and whether it is comparable with other Institutions that they know.
- Provide the University with an independent view of processes for marking and internal moderation of assessments.
- Attend Subject Assessment Panels and Progression and Awards Boards (PAB) and contribute to deliberations for conferring student degree classifications and awards,

assisting the University in treating all students fairly and consistently with regard to University regulations. External examiners will endorse the outcomes of PABs based on their scrutiny of the assessments and the deliberations of the PAB.

- Report formally their findings to the University at the end of each year and identify good practice as well as making recommendations for improvements in the future.

External Examiner reports for your programme of study can be obtained electronically by request to the faculty Academic Quality Unit. In addition, The External Examiner Reports are discussed during the Board of Study Meetings.

Teaching and Learning Strategy

A series of lectures and seminars from leading scientists and academic and industry mentors expose students to cutting edge science and to the business, legal, social and ethical issues in different sciences. Teamworking and communication skills are encouraged through the various courses and through the required industry internship and research project.

The programme is delivered via, for instance:

- Lectures (including visual aids, audio and audio-visual materials): mainly designed as presentations, providing knowledge and guidance in learning. External visiting lecturers are encouraged to demonstrate the practical applications of the theoretical studies to students.
- Group Tutorials: linked to lecture topics and requiring directly taught and independently acquired information from primary and secondary information sources.
- One to one tutorials: for advice and feedback on assignments, supervision of final year projects and personal tutoring.
- Laboratory Classes: for developing practical skills associated with the subject matter.

- Seminars: an interactive way of teaching including a variety of presentations, discussion groups, simulation and role-play. They emphasize and demonstrate the ideas gained and concepts comprehended. They also develop communication and problem solving skills.
- Guided independent Study: includes researches and assignments associated with lectures, laboratory classes and seminars. It is based on the library references given by the lecturers and the internet. It represents an effective independent way of learning.
- Academic Advising: it informs students of the rationale, content, aims and objectives of the programme as a whole through open discussion of timetables and activities especially in the early stages of the course.
- Visits: The MSA University programme aims at having links with the industry. Students are allowed to have visits to research labs under supervision of staff members. The University also invites distinguished speakers in the different science fields. MSA is planning in the future to establish an employer's advisory panel to help students find good career.

Students are required to work individually (typically whilst collating and researching information for the research project, tutorial work and laboratory classes and reports) and cooperatively in pairs and small groups (problem solving work in workshops and laboratory classes). At the beginning of their undergraduate studies, students are provided with handbooks on the departmental infrastructure and procedures, programme and module information and examination structure.

Students progress through their programme by successfully completing tasks ranging from descriptive understanding, data analysis and interpretation and problem solving. Each stage of the programme is supported by laboratory classes which provide training in the acquisition of manual practical skills and in the collection of good quality and consistent data from different instrumentations and other sources. The complexity of tasks, planning required to complete laboratory work and scope for individual interpretation increases as time progresses, culminating in the research project allowing for independent thought.

Discussion is prompted by worked problems included in lectures and tutorial sessions to promote understanding within the subject area. Directed reading (including material on the learn server and internet) provides the opportunity to broaden subject knowledge and put information in context. Scientific measurements are performed in laboratory sessions under supervision to provide training in the acquisition of good quality data using different methods and different instruments. Tutorial groups develop skills associated with the development of scientific argument and problem solving by oral discussion with their peers and tutor. Computational and data processing skills are tested through the use of graphical drawing, presentation packages, numerical problems, the use of spreadsheets, chemical analyses and data processed reports (compulsory in final year projects).

Feedback to Students

The aim of feedback is to inform students about their performance and to guide them as to how to improve their work. Constructive feedback facilitates learning development enhances student performance, and hence the quality of their work.

Students are entitled to feedback on all summative and submitted formative assessment. Accordingly, students will be provided feedback as follows:

Feedback during Teaching and Learning

Feedback during in class participation and discussions, preparation of work, answering problems that the instructors and teaching assistant have given are an integral part of learning.

Feedback on Coursework

Oral and written feedback will be given following the submission of assignments and during group meetings. Feedback on coursework will be by written comments and grades. Feedback will also be provided through group discussions and group work. Student contribution to these class discussions will be noted according to evidence relating to participation, preparation and attendance. In addition, feedback will be provided via Moodle. Feedback on group case studies will be given during group sessions and on the day of the presentation.

Return of coursework

Instructors return graded assignments, tests and term papers to all students complete with comments and feedback. Students are required to file the coursework in their student portfolios at the end of semester for the final appraisal of the students' course work.

Feedback on Examinations

The staff may discuss generally with the whole class the model answer for the exam after it has been held as a means of improving future performance. Model answers/answer criteria are provided to the students by the Module Instructor and also uploaded on Moodle.

Copies of Past Examination Papers and Other Forms of Assessment

Past examination papers are a good guide to the sort of examination question that a student might encounter in the exams. Copies of past examination papers and other forms of assessment are available on the Faculty e-learning for student's reference. Students are required to consult with their staff concerning the validity of these samples.

Marking, Second Marking and Marking Moderation

All assessments are moderated to ensure the integrity of marking and that grades have been recorded accurately. Instructors mark answer sheets with coded numbers to ensure anonymous marking, ultimately, guaranteeing that the marking process was totally unbiased.

If there are significant differences between the marks of the course assessments such events are investigated by the programme assessment boards.

A minimum sample of 10% of all answer sheets shall be remarked including 5% of all passed papers and all failures. Second marking is undertaken by an internal examiner other than the module examiner.

In addition, UK link tutors & External Examiners review and scrutinize sample exams, answer sheets, course work during their review visits each semester to ensure coherency, parity and the objectivity of the assessment process.

As for the Graduation Projects, the senior students defend their work in front of an Academic Jury (a committee consisting of the Project Supervisor, local External Examiners). This is to ensure that the moderation is undertaken and the mark is verified. Senior students also defend their work in front of the British committee.

Feedback from students

Boards of Study

The purpose of the Board of Study is to provide a forum for discussion between students and staff involved in all aspects of the programme.

The membership includes:

- Chair (Dean)
- Representative from UoG/UoB
- Head of Central Quality Assurance, Audit Unit & International Partnerships
- Programme Leaders, Faculty Link Tutor, Module Coordinator, Leaders (or their representatives) wherever feasible.
- Student representatives (almost two for each year/major).
- Support services representatives (IT, HR, PR, Examination Unit, Library, Admission, etc.).
- Secretary to take the minutes

Elected Student Representatives are responsible for notifying the Board with the students concerns, suggestions and complaints.

A meeting is held each semester normally in week six to eight as specified in the Quality Assurance Calendar. Dates of the Boards of Studies are published in all student handbooks, on MSA Website and on MSA Academic Calendar and Quality Assurance Calendar.

The agenda must include all major items but further items suggested by the student representatives and members of the committee may be added where appropriate.

The minutes should cover all agenda items and include a summary of the main points of discussion and an action/outcomes list. Any actions required include the timescale, the name of the person responsible and when a report back to the Board is expected. They should also include progress on actions from the previous minutes.

Within five working days of the meeting a Chairs' Action List will be published and circulated to all those with action points to deal with and to the Head Central Quality Assurance and Audit Unit. In addition, copies should be made available on Moodle.

Module Surveys

MSA students on UoG approved programmes undertake surveys of all units in operation to inform annual monitoring and provide teaching colleagues with feedback about students' experiences of each module. The results of Unit surveys are integrated to the module and programme enhancement plans and are further reported through the Annual Monitoring Reports (AMR). Outcomes & action plans are reported to Head of Board of Trustees, President, and Head of Quality Assurance. The process of the online evaluation usually commences post midterm exams.

Student Representatives

MSA has in place a student representative system to seek feedback from the student body. Students at MSA elect two course representatives per cohort/ level/programme. The role of course representatives is to provide a channel of communication between students and staff in consideration of matters related to the learner experience. UK Link tutors also meet with students representatives during annual visits to the partner.

Open Door Policy

MSA University adopts an open door policy for receiving student feedback.

MSA Official Facebook Page/Instagram/Twitter

MSA official Facebook page/ Instagram/Twitter act as a vital channel for providing students with the most up-to-date MSA news, achievements and receiving students feedback. Students can login to:

<http://www.facebook.com/MSAUniversity.News>

<https://www.instagram.com/msauniversityofficial/>

https://twitter.com/MSAUni_Official

Complaints Procedure

This section includes the complaints procedure that ensures that the student's opinion about any action taken against him/her is handled during the semester (for complaints about grades, refer to the Examination & Grading system). Students may also submit petitions to be exempted from certain rules or regulations such as assigned academic load or disqualification actions or module prerequisites.

- Students submit their verbal/written complaints/petitions to the students' affairs office/programme leader.
- Students must submit their complaints by max within one month of the occurrence of the action otherwise MSA is under no obligation to consider this complaint.
- The processing of these complaints is the responsibility of the office of Students' Affairs/programme leader.
- The complaint is discussed with the concerned staff member(s). An immediate feedback is given to the student if the student feels that the matter has been treated justly or the action has been remedied then the complaint is filed.
- In the event that the student is not satisfied with how the complaint is handled, the issue is escalated to the Faculty Dean. If the student is still unsatisfied the issue can be presented to the University President for final decision.

Misconduct Procedures

Academic Misconduct Procedures:

MSA University complies with the Rules and Regulations of the Ministry of Higher Education in Egypt as per decree 49 for the year 1972, as well as the Rules and Regulations of the Private Universities in Egypt as per decree 101 for the year 1992. All following modifications that have been added from then to date are complied with.

MSA students are expected to be honest in their academic endeavours. To falsify the results of one's research, to use the words or ideas of others as their own, to cheat in an examination, or to allow another to commit an act of academic dishonesty corrupts the basis of the academic process.

Plagiarism:

The act of Plagiarism includes:

- Quoting another person's actual words, complete sentences or paragraphs, or entire piece of written work without acknowledgement of the source,
- Using another person's ideas, opinions, or theory even if it is completely paraphrased in one's own words, without acknowledgement of the source,
- Borrowing facts, statistics or other illustrative materials that are not clearly common knowledge without acknowledgement of the source
- Copying another student's essay test answers.
- Copying, or allowing another student to copy, a computer file that contains another student's assignment, and submitting it, in part or in its entirety, as one's own,
- Working together on an assignment, sharing the computer files and programmes involved, and then submitting individual copies of the assignment as one's own individual work.

When in doubt about rules concerning plagiarism, students are urged to consult with their faculty.

Procedure of Investigating Plagiarism and Academic dishonesty during in-module assessments:

This procedure applies only to in-module assessment (e.g. assignment or coursework) and can only be applied once per module. It covers the following offences:

- Plagiarism,
- Contract writing of assessment by third party,
- Fabrication of results or conclusion, and
- Collusion.

Where the marker of the assessment suspects that the student's submitted work is plagiarized or one of the above offences has been committed, the marker shall interview the student establish that an offence has been committed or to demonstrate the plagiarized work and the proportion of the plagiarized work. During this interview, the marker shall give the students the opportunity to present his or her case and mitigating circumstances, if any.

Depending on the severity of the plagiarism or the offence being committed, the marker may take one of the following actions:

1. In case of first offence, (not deliberate or intended, one which has arisen inadvertently through mistake or ignorance), student may receive one of the following penalties as determined by the Module Leader or Programme leader.
 - 1.1. Students are reminded of the seriousness of their act and is given a verbal warning
 - 1.2. Students are reminded of the seriousness of their act and are asked to sign a Plagiarism Warning Form (A written warning).
 - 1.3. Redo the same assessment or a new assessment within a set deadline. The new mark shall not exceed mark awarded for the offended work, if any.
 - 1.4. Redo the same assessment or a new assessment and the new mark shall not exceed the pass mark.
 - 1.5. Exclude the plagiarized part of the assessment and mark the work accordingly.
 - 1.6. Award a zero grade to the assessment under investigation.

2. In case of second offence, the issue is escalated to the programme leader/Dean. The penalty may reach failing the assignment grade/Course work of the module where the act has been attempted.
3. In case of repeated act, the issue is escalated to the Respective Dean who directly reports to the University President for final decision. The penalty in this case may reach failing the module where this offence was committed or more than one module.
4. In severe cases, the issue is escalated to the University President and the penalty may reach dismissal from the University for one semester or more based on the circumstances of the case.

Exam Conduct regulations:

- Students must have their MSA IDs available for inspection.
- Strict silence must be observed at all times in the examination room.
- The examination is deemed to be in progress from the time students enter the room until all the scripts have been collected. Students must not communicate with any other students throughout the examination.
- Students should avoid cheating during the examination or he/she will be subject to misconduct act.
- A student who causes a disturbance during the examination will be required to leave the room and may be subject to misconduct act.
- Students are advised not to bring personal belongings into the examination room.
- All briefcases, bags, books, pencil cases etc. must be placed to one side of the examination room as instructed by the proctor and not left beside the desks.
- Students are advised to avoid bringing any material related to the exam.
- It is also prohibited to borrow any tools inside the exam room. Every student must bring with him the needed tools for each exam. The University is not responsible for providing any tool during the exam.
- Students are not allowed to enter the exam hall before the proctors.

- Students are strictly prohibited to enter exam rooms with their mobile phones, smart watches, iPod, etc. - any electronic devices other than the approved.
- All answers must be in English, unless otherwise instructed on the exam template. Slang language should be avoided.
- It is forbidden to write in pencil in the answer sheet.
- It is strictly prohibited to enter the exam rooms with programmable calculators unless otherwise specified on the exam template.
- During the midterm exams (1.5hrs) students are not allowed to arrive after the first 15 minutes of the exam, while the final examination (3 hrs) students are not allowed to arrive after the first 15 minutes of the exam. Students are not allowed to leave before half the exam time.
- Every student is assigned to a specific room for each subject.
- Students have to check their rooms and seat numbers on the bulletin board before every exam

Any violation to these rules; will be documented by the proctor in the “Exam Misconduct Form” and reported to the Exam Floor Supervisor who should investigate the case and submit a report to the University for legal action.

Procedure of Investigating Academic Misconduct during Exams:

In the event of a student committing an act that is deemed by a member staff of the University to be an attempt to gain an unfair academic advantage during an exam, that member of staff will refer the case to the Academic Offences Investigating Officer within the Legal Affairs Department. This procedure covers cheating, collusion and impersonation.

Each case is assigned to an investigating panel, which consists of:

- Investigating officer from the Legal Affairs Department,
- Member of the MSA Central Control office and
- Member of the academic staff.

The panel would initially determine whether there is a prima-facie case for investigation. If yes, it will conduct a full investigation and prepare a report with its

decision of whether the student has committed an academic offence and a description of the offence committed.

In arriving at its decision, the panel will invite the student(s) against whom the allegation is made to attend a hearing and may also invite the member(s) of staff who initially referred the case as well as other witnesses where applicable.

The panel will scrutinize evidence submitted with the initial referral and may request or collect further evidence. A summary of the panel deliberations will be included in the panel's report and any evidence will be attached or referred to as appropriate. The panel report is then submitted to the University Examination Offences Committee.

The student will be informed of the panel decision immediately after it has been reached. The student may appeal against the panel's decision to the University Examination Offences Committee within fifteen days of being informed of the decision.

The University President forms the University Examination Offences Committee, which consists of:

- The University President or a nominee
- The Director of MSA Control office or a nominee
- An Academic member of staff, and
- Head of Legal Affairs Department or a nominee.

The University Examination Offences Committee meets at least twice per-semester (after the mid-term exam and after the end of semester exam) but before the semester assessment board.

The Committee receives all reports from investigating panels that were held within the semester. The Committee ensures that where panels have concluded that an offence has been committed, that an appropriate penalty is applied and that similar offences across the university receive similar penalties. It also ensures that cases have been investigated fairly and in compliance with the Supreme Council of

Universities guidelines and regulations. The committee produces a list of all students with confirmed penalties and submits it to the assessment board to note at its meeting every semester.

Procedure of Investigating Academic Misconduct during Exams:

In the event of a student committing an act that is deemed by a member staff of the University to be an attempt to gain an unfair academic advantage during an exam, that member of staff will refer the case to the Academic Offences Investigating Officer within the Legal Affairs Department. This procedure covers cheating, collusion and impersonation.

Each case is assigned to an investigating panel, which consists of:

- Investigating officer from the Legal Affairs Department,
- Member of the MSA central Control office and
- Member of the academic staff.

The panel would initially determine whether there is a prima-facie case for investigation. If yes, it will conduct a full investigation and prepare a report with its decision of whether the student has committed an academic offence and a description of the offence committed.

In arriving at its decision, the panel will invite the student(s) against whom the allegation is made to attend a hearing and may also invite the member(s) of staff who initially referred the case as well as other witnesses where applicable.

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Dismissal from Class

Students dismissed from classes for insubordination or other disciplinary reasons are not to return to class until the faculty member concerned permits it and in some cases after being referred to the respective Dean's office. MSA Management cooperates with the teaching staff to maintain proper discipline.

General conduct regulations

MSA University expects its students to be mature, honest and responsible members on campus and in their larger community. Any behaviour that infringes upon the rights, safety, property and privileges of another person or which impedes the educational process of MSA University is unacceptable.

- MSA students are expected to show their outmost respect towards their fellow students, staff members and MSA University as a whole. Any improper conduct

such as *physical violence*, fighting, bullying and harassment of others represent behaviour that is not conducive to an educational environment, will not be tolerated. Immediate disciplinary action will be taken against violators ranging from social probation to dismissal.

- All students must carry their university *ID cards* and provide it to university personnel upon entrance/request. MSA University continues to recognize that its responsibility is linked with the protection of its students, faculty, staff and property.
- Members of MSA community are expected to abide by *Egyptian Laws*, and are subject to them. If any student violates Egyptian law and/or acts in a way that damages the reputation of the institution, the violation may obligate the University to carry out appropriate disciplinary action, which may include expulsion from the University. Moreover, MSA reserves the right to review and address incidents that take place off campus in which MSA students are involved.
- Article 34C of the *Egyptian Drug Law* states that anyone would be penalized if convicted of possessing drugs on educational premises. It is therefore the policy of MSA to prohibit handling of drugs by students on University Campus. Disciplinary action for violations would result in immediate dismissal from the University.
- All students are obliged to switch their *mobile phones* during class time. Any student who violates this policy may be asked to leave the class immediately and will not be permitted to return until the next lecture. This will be counted as an inexcusable absence. All mobile phones must be switched off in the libraries and computer labs. Ringing phones and loud conversation on these premises disturb students and faculty trying to read and study.
- Students are responsible for the behaviour of their *guests* at all times and are held accountable should the guest cause disturbance or damages. Guests must attain a security clearance from security personnel prior to entering University premises. There should be a valid and acceptable reason for visiting the

University. The university retains the right not to grant entrance clearance as it feels appropriate.

- It is not allowed to be in the university campus with no justified purpose after the working hours unless granted a written approval from the University.
- University staff are allowed *parking space* inside the University premises. Students are not permitted to park inside the university campus. Designated parking areas are allocated for students' outside the University gates.
- Dress code* is expected to conform to the educational setting. For example, males are prohibited from wearing shorts and slippers. The University's public image should guide their selection of dress.

The University reserves the right to alter and amend regulations if they are found to be unsatisfactory for prevailing circumstances. Such amendments will be communicated and incorporated in the document at the University's earliest convenience.

Intellectual Property Rights Policy

The primary goals of (MSA) are: (i) quality teaching of students in various disciplines at an undergraduate and postgraduate levels, (ii) expansion of knowledge through scholarly studies and research activities, (iii) support of business in a wider Egyptian community, and (iv) the publication and dissemination of products related to studies and research work at MSA.

MSA offers undergraduate BA/BSc degrees across nine faculties, which are: Arts and Design, Biotechnology, Computer Science, Dentistry, Engineering, Languages, Management Sciences, Mass Communication, and Pharmacy. It also offers a Master degree in Dentistry. The university has various laboratories and equipment, design studios, and engineering workshops, which are used to produce significant Intellectual Property material. The university also hosts a Center of Excellence for research and development, and an Entrepreneurship hub to support start-ups, industrial ventures and innovations. October University for Modern Sciences and Arts (MSA) also has a Technology Innovation and Commercialization Office (TICO), which is responsible for the supervision and regulations related to the University research projects, in addition to the management of Intellectual Property rights. The Intellectual Property (IP) policy of MSA University defines the framework for the management of IP rights. Staff and students undertaking research or academic work at the university produce significant IP traffic, which can be of an academic, historical and/ or commercial value. The IP policy clarifies matters of ownership or, rights over and access to IP for the university staff, students and interested third parties (such as employers and funding agencies).

MSA aims to promote research activities of staff members and students to the maximum extent possible. It is consistent with the mission of MSA to be a research led university. By their very nature, research activities create new knowledge – and therefore new intellectual property. A high proportion of research activities at October University for Modern Sciences and Arts (MSA) is categorized as functional application that leads to production of commercial products. Intellectual property is, therefore, potentially valuable and the university aims to maximize its value and benefits for staff members, students and the university community. The University's policy governing the ownership and disposition of intellectual property which includes, but not limited to, inventions, copyrights (including computer software), trademarks, and tangible research property such as biological materials adopts the principles mentioned below. From time to time, advances in science and arts may result in new regulations for the protection of intellectual property. For further detailed information about Intellectual Property rights, follow the link below:

<https://msa.edu.eg/msauniversity/about-msa/msa-campus/intellectual-property-rights->

Student Support

MSA considers one of its main goals is to provide a unique, friendly and pleasant atmosphere for its students. Staff members and students interact together constantly as members of one large family. Support and guidance is provided to students mainly from the Faculty Student Affairs office. The services include:

- Advice on solving problems and the procedures to be followed.
- Academic Advising & Registration procedures.
- Advice on training opportunities.
- Disability support and guidance.
- Attendance.
- Receive appeals and complaints.
- Counselling.
- Advice on career placement and training opportunities.
- Provide advise on any issue that concerns students' welfare
- All Extenuating Circumstances submissions by students

New Comers Orientation & Schedule Registration

The new comers are provided with an orientation session in which they are introduced to the general rules and regulations of the University, the main premises as the library, the food court, sports courts, roman theatre, Sports Center and other facilities.

The Orientation is composed of three main sections.

1. A welcome note by MSA Head of Board of Trustees, MSA President, MSA collaborative partner delegate & Head MSA Quality Assurance & International partnerships.
2. Faculty orientation via the Dean, Programme Leaders, Faculty staff and family leaders. During this session students receive a comprehensive orientation about their faculty/programmes, receive their readymade schedules & Student IDs. Students also have the opportunity to tour the campus facilities and team building activities are conducted to create a friendly atmosphere.
3. Central activity departments Orientation; presenting cultural, sports, extra curricula & community services activities. This orientation takes place during the first week of the semester to ensure that all students have received full orientation about the various activities offered by the University, students also have the opportunity to register in these activities. MSA

considers the activities part and parcel of the educational process. Sample of activities, for instance: Model of United Nations, Model of Arab League, Model of WHO, TDEX, Enactus, Stock Simulation, LEBALADNA Community service foundation, Drama, singing, etc. for further detailed information, we encourage the students to join the activity week to learn more and register. Dates are announced on MSA Academic calendar.

MSA PR department conducts surveys upon the conclusion of the Orientation sessions in order to scrutinize the process and consider the received feedback.

Academic Advice and Guidance

MSA's main mission is to provide a well-rounded unique learning environment for the students. MSA has introduced many methods to provide academic advice and aid to all students through the following channels:

Academic Advisor

Academic advisors are available for students to offer advice and guidance during registration of Modules. They also provide information to students about the different majors within the faculty. The assistants are also available to offer advice and support. Academics declare their office hours on Moodle and the course 15 week plan.

Teaching Assistants Support

Teaching Assistants are always there for their students to offer academic support, in addition to social and personal advice. Their relation often extends to social activities outside the university as they usually organise group outings and trips.

Office hours/ Extra Tutorial/ Group Revisions

All instructors declare their office hours at the commencement of each semester on e learning. Same applies to the Teaching assistants. They work with students either individually or in small groups according to their individual needs.

International Student Support

MSA runs several offices in various Countries. Moreover, MSA has always maintained a healthy and fruitful relationship with cultural attachés in Arab embassies.

We live in a global world, boundaries have vanished and cultures have mixed together. MSA has created open communication channels with Arab and Non Arab Universities in order to create a Model of United nation and Model of Arab League.

Access to UoG online resources

Students will also have access to our collaborative student portal via on line access. Students receive their UoG student portal login and password directly to their MSA email.

UK Student Study Summer Abroad Programme

MSA UK Student Study Summer Abroad Programme main objective is to increase the student's experience.

The programme, is directed by MSA Head of Quality Assurance & International Partnership Unit. Candidates are selected as per a set criteria, that includes the Students academic profile, CGPA, personal interview with Head of Central Quality Assurance & International Partnership.

Dates are announced on MSA Academic calendar. The programme is usually conducted during July/August on annual basis. The programme includes a theoretical part conducted in MSA University and a practical part in UK . Registration for the programme commences during February, dates are announced on MSA official Media platforms.

Information for students with Special/Medical Needs

Special Needs Care Programme

People with special needs are contributing members of society. The term 'special needs' is almost interchangeable with 'abnormalities' and 'disabilities'. The umbrella term 'special needs' mainly refers to those who do not follow a normal growth pattern on the mental, reactional, linguistic, emotional and/or physical level(s).

MSA University and the Special Needs Care Programme

One of the most important social services for students with special needs is education. In fact, it can be argued that educational services are more important than their non-educational counterparts. MSA University is fully aware of the crucial role education plays in the lives of students with special needs. MSA University believes that education

introduces students to areas of knowledge and experience that are bound to help them in many aspects of life. In addition, education can offer these students a chance to find the independence they seek.

Accordingly, MSA University strongly advocates special needs students' rights to undergo the educational process with its different specializations. MSA University looks at special needs students as individuals who have some disabilities in one aspect, but who on the other hand enjoy other abilities and potentials that must be developed. Only by developing these abilities can these students integrate in society and change the negative stereotypes associated with them. It is important to note that isolation, loneliness, introversion and indifference can cause students with special needs more psychological pain than that inflicted by the disability. Therefore, MSA University aims at exerting every effort to ensure ALL students' integration in the university society on the academic, social and psychological levels.

MSA University Facilities for Students with Special Needs

Recent scientific studies have proved that individuals with special needs account for 2% of any society.

MSA University offers the following to special needs students:

Outdoor Planning Aspects:

- Outdoor areas are designed and decorated in a way that boosts special needs students' morale owing to the fact that beautiful scenery appeals to human nature.
- Green areas are utilized to limit blurry visions (which could negatively affect students with visual disabilities).
- Spiny, tough plants that could expose special needs students to any kind of danger are banned.
- Grass is regularly mowed, so that its length never exceeds 1.25 cm. This would facilitate movement for students with physical disabilities (wheel-chair and other devices users)
- Trees are planted around the university campus to filter particulates out of the air.
- Walking distances are shortened due to the increased number of outdoor commuting corridors and courtyards. The longest travel distance, before reaching a car parking area or a bus stop, is 61 meters. In addition, golf cars are available to help special needs students proceed from one location to another.

- Roads and outdoor areas are designed in accordance with wind directions to minimize effort needed to push wheel-chairs or other devices.
- Wind-driven cross ventilation, where pressure differences between one side of the building and the other draw air in on the high pressure side and draw it out on the low pressure side, is maintained in all building designs. This natural ventilation system renders the surrounding environment much more enjoyable and comfortable, especially for students with nervous system disorders (epilepsy and muscular spasms) and heart and cancer patients.
- The university campus follows an acoustic architectural design where buildings lie within acoustic shadows which sound waves fail to propagate. As a result, the campus is protected against off-campus road noise.
- The university campus is planned to act as a comprehensive services unit where students with different disabilities can exert the minimalist effort to meet their needs. These services are:
 - A praying area in every building
 - A medical clinic
 - A comprehensive dental clinic
 - A central unit for students' activities (sports – arts – culture)
 - Parking areas for students with special needs
 - Food courts while offering healthy items
 - A photocopying centre
 - The SSB (Students Service Building)
 - Walking areas and pavements are made of non-slip material so that students with physical disabilities can use wheel chairs or other devices smoothly.
 - Entry gates are wide enough to allow students with disabilities to move in and out of buildings easily.
 - Speed bumps are installed on intersections and internal roads to ensure a more secure walking distance between the different locations on campus.
 - Buildings and internal roads are designed to meet human scale guidelines that allow a full view of the opposite side, which is very helpful to students with physical disabilities.

- The campus is lighted during dark hours and automatic CCTV monitoring is always available, which strengthens the sense of security that MSA university campus enjoys.
- Indoor Designs
- Students with special needs are provided with the following services:
- Indoor ramps
- Elevators in every building (except for Building A)
- Toilets for special needs students in every building
- Spacious entry gates and doors for lecture halls and staff rooms (with width no less than 91 cm) to allow students with wheel chairs

Computer applications

Moreover, students with special needs require especially designed educational units that aim at developing their abilities to the utmost degree. This would enable them later on to utilize these abilities to become independent active members of society.

Examples of Support Services Offered to Students with Special Needs:

Academic Support

Academic support networks provide special needs students with the following services:

- Developed mechanisms that ensure fair evaluation and examination processes
 - Necessary tools required for completing assignments and consulting references
 - Trained academic staff prepared to deal with special needs students
 - Trained volunteering students and administrative staff who are ready to offer their services to students with special needs
 - Educational tools (computers/ boards)
 - User-friendly and appealing university website and E-Learning website
 - Labs for students with physical disabilities
 - Programmes for the visually impaired
 - Administrative Support
 - The administrative support networks work on:
- Facilitating admission and registration processes. Upon admission, students are advised to report their special need to be considered via their respective faculty student affairs office. Students are advised to submit a medical report with her/his case. The

student affairs department sets a meeting for the student as well as her/his parents to ensure offering the required support.

- Offering scholarships and monetary incentive and prizes
- Providing specialized staff trained in psychology to deal with problems facing special needs students
- Adopting a clear and strategic vision that assures these students' integration in university life

University Buildings

The university buildings are equipped with:

- Signposts
- Different facilities (exit/entrance gates and doors, toilets for special needs students, elevators, etc.)
- Guides for visually impaired students
- Specialized seats and areas for students with physical disabilities
- Internal means of transportation (if possible)

Social Support

Social support networks work on

- Helping students with special needs integrate in social and cultural activities without any discrimination
- Conducting awareness seminars and workshops that illustrate the social value of these students and instructing others on how to best deal with them
- Offering support programs that help these students develop their skills
- Encouraging cooperation and support channels between these students and their families
- Financially supporting extracurricular activities for students with special needs and providing media coverage of their participation

Psychological Support

This support network attempts to:

- Change negative stereotypical perceptions of students with disabilities by conducting workshops and cultural activities sponsored by the university
- Support families of students with special needs
- Train specialized staff ready to deal with students with different disabilities
- Listen to these students' problems and work out immediate solutions

- Hold regular meetings with these students to listen to their complaints, demands and recommendations

Exam Support:

- During Exams, the Faculty Student Affairs Department reports students with special needs to MSA Control office in order to provide support as relevant to the students case. MSA Control office provides the necessary support as appropriate while abiding by exam rules and regulation.

MSA Staff receive staff development sessions on dealing with student with special needs and identifying them to ensure their inclusion and providing equal opportunities.

English Language and Learning Support

MSA is an English Language medium instruction university. Students are required to sit for an English Language Placement Exam during admission. According to the exam result the student is placed in the appropriate English level.

Students who need additional help and who have finished all the University language requirements are urged to contact the English Support Unit to arrange for extra help or to attend the extra group sessions.

Graduating students are advised by their faculties to refer to the English Support Unit for guidance and support for writing their graduation documentation and referencing ethics.

Information & Learning Resources Services

Learning resources and support are provided by MSA through different channels:

IT Unit Services

The unit offers IT Services to the entire University. It is also responsible for:

1. Maintaining the IT infrastructure in the university.
2. Providing hardware and software packages for the faculty requirements;
3. Maintaining equipment.

4. Equipping all computers with different operating systems platforms, database management systems, programming languages, software development kits, and education software tools to provide suitable training for different fields of specialisation.
5. Providing support to all instructors and students in using the online & audio-visual aids provided by the university.

Library Services

MSA library keeps books and periodicals ordered by University faculties. It also offers online educational and research recourses. A computer lab is annexed providing access to the Internet. All students and staff have their user name and password for accessing all online recourses on campus or from their homes you can use the library link from MSA main page <http://msa.edu.eg>. Students are advised to refer to the library officers in case of any inquiry.

Students could also review the following:

The Koha Library system 16 is part of the Library system that MSA University uses. You can use the catalogue to search for books by title, author, subject heading, or keyword. You can also combine 2 or more search fields to achieve more accurate results. Ask the library staff if you need more help with this. By clicking on the required book you will have more details on where you can find it.

The QR (Quick RESPONSE) facility is also implemented to facilitate using the Library books.

MSA Library furnishes various Resources; Books , journals etc, for instance:

Online Databases:

EKB (Egyptian Knowledge Bank) is one of the largest national projects that is concerned with education in Egypt, it aims to provide a huge and diversified sources for knowledge and culture for free, to all Egyptians. It comes after contracting with several international publishing houses to publish their contents in all scientific and cultural disciplines, to have the system for the new Egyptian cultural revolution completed.

EBSCOhost is a powerful online reference system accessible via the Internet or direct connection. It offers a variety of proprietary full text databases and popular databases

from leading information providers. The comprehensive databases range from general reference collections to specially-designed, subject-specific databases for public, academic, school, medical, corporate, and government libraries.

JSTOR is a growing digital library of academic journals, books, and primary sources. JSTOR's archival journal collections include more than two thousand journals in the humanities, social sciences, and sciences. Both multidisciplinary and discipline-specific journal collections are offered, covering more than 50 academic disciplines. We also offer access to more than 2 million digitized primary source objects.

Global Plants is a community-contributed database used by students and researchers worldwide. Global Plants lets herbaria share their plant type specimens, experts determine and update plant names, and students discover and learn about plants in context. The database is an essential resource for institutions supporting research and teaching in botany, ecology, and conservation studies.

Aluka is an online digital library focusing on materials about Africa Cultural Heritage Sites and Landscapes for Art and design. Aluka's mission is to connect scholars from around the world by building a common platform that allows online collaboration and knowledge sharing. Aluka's audience is higher education and research communities worldwide. Using Aluka, you can explore the archaeology, history and culture of Africa through its heritage sites and landscapes.

Transportation Services

For all information regarding MSA Transportation facilities, Students are kindly requested to visit room B114, theoretical building.

Health, Safety & Welfare

Students have the same health and safety responsibilities as the employee at MSA and they must take reasonable care of their own health and safety and those of other people. Student's actions should not put them or other people at risk. Student's must follow health and safety instructions/rules and report any faults or shortcomings in health and safety arrangements to the University Security Office/Faculty student affairs office. All students without exception are expected to comply with all health and safety regulations operating within the University and, in the case of laboratories, workshops and other

hazardous places, to acquaint themselves with these regulations. Failure to do so is a serious breach of University regulations.

MSA provides on campus clinic with qualified practitioners (physicians) who are available for the students throughout the week. The clinic is equipped with first aid kits and medication.

Rules and Preventative Measures for Covid 19

Preventing or limiting the transmission of infection within the University premise requires the application of procedures and protocols to ensure effectiveness in preventing infections.

These controls have been organized according to a certain hierarchy to ensure health and safety across all domains: administrative, environmental & engineering and personal protective equipment.

For further information, refer to: <https://msa.edu.eg/msauniversity/student-life/rules-and-preventive-measures-for-covid-19>.

MSA University as per the Ministry of Higher Education recommendations applied the HYBRID mode of Education to ensure applying health and safety measures. So while week one schedules attend in class (in campus), week 2 attend online (via online platform) and alternatively.

Students, in campus, are requested at all time to wear their face mask and maintain their social distance to ensure their safety.

Career Opportunities and Placement

MSA is keen to provide its students with competitive programmes that aim to prepare them to compete effectively in the job market. The Training Center as part of MSA HR department; provides feedback on the skills required by the job market in a specific programme. The office also provides feedback on points of strengths of MSA graduates and comments on areas that require improvement. This continuous effort ensures the currency of our programmes and its relevancy to the needs of both national and international employers. A full range of HR activities that include recruitment, training, and internships. Benefits MSA students and graduates by creating a link between them and the corporate world, providing them with a comprehensive knowledge of the market and giving them firsthand enhancing experience of what to expect in the practical life. Organizes Annual Employment fairs that aim to provide students with exceptional work opportunities. Contacts new employers to increase the number of companies joining the fair and to improve the standard of the portfolio of companies recruiting MSA graduates.

The Alumni Department is created for Alumni services and activities. It offers a range of benefits for MSA University graduates such as: Reunion, Training sessions, Employment Opportunities, Events, Training sessions, Competitions, career Advising, Special discounts and rates. The department's main objective is to make graduates feel that they belong to the University even after graduation, to believe in themselves and their capabilities and to finally build on that by developing their skills and finding the career that best suits them.

Faculty Graduate/Alumni Office

Each Faculty offers its graduate/Alumni services through its respective Alumni committee. The committees' main objective is following up and communicating with the graduates. The main objective of this committee is to devote the graduates belonging towards the University even after graduation, to believe in themselves and their capabilities eventually developing their skills and finding the career that best suits them, in addition to monitoring the graduates' progress in the job market. The committee offers many services for the students to help them in their career. Many employers are invited to the MSA Employment Fair where graduates have the

opportunity to submit their resume to find the suitable job in addition to posting announcement on job opportunities on the Facebook page. Workshops are provided by the Learning and Development department for MSA Alumni on CV Writing and - Interviewing Skills to develop their employability skills. For continuous education, announcements on Conferences, Seminars , webinars are posted on MSA official media platforms. In addition to announcements about beneficial sessions, and workshops. Graduate Reunions and gatherings are arranged for the graduates to help in building strong alumni community, as well as:

- 1- Prepare and continuously update the graduates' database.
- 2- Contact different graduates to encourage them to offer training to undergraduates
- 3- Offer training courses for graduates to meet new job requirements such as:
 - Artificial Intelligence
 - Digital Marketing
 - Career Planning
 - Entrepreneurship and Small Business Management
- 4- Invite graduates to participate in committees, councils and strategic events like validation and accreditation.
- 5- Consult graduates through a questionnaire for changes in curriculum and updating our modules according to the industry's needs.
- 6- Find job offers and career opportunities and announce them for graduates who want to change their jobs.
- 7- Invite guest speakers especially from prominent graduates to promote graduate attributes for undergraduates
- 8- Offer employers a pool of potential candidates from our graduates that fit their needs.

Greenwich Graduate Attributes

Your programme of study will be developing the Greenwich Graduate Attributes. This will be reflected in its learning outcomes and will be embedded in its specific discipline areas. The University of Greenwich has always aimed to provide an environment that allows students to maximise their potential. In meeting the challenges of today's tough and changing world our consultation with staff and students resulted in defining distinctive characteristics for the Greenwich Graduate. These explicit

behaviours, values, skills and dispositions that we expect our students to develop will best prepare them for their future careers and help us to reshape student learning and assessment activities. A flourishing scholarly community, with an ethos of sustainability and a global outlook, full of confident, distinctive students, always learning, always developing.

Scholarship and autonomy

The University of Greenwich is committed to developing graduates who:

- Have an informed understanding of their discipline or professional practice, and the ability to question its principles, practices and boundaries
- Think independently, analytically and creatively, and engage imaginatively with new areas of investigation
- Appreciate disciplines and forms of professional practice beyond their own, and draw connections between them
- Are intellectually curious, responsive to challenges, and demonstrate initiative and resilience.

Creativity and enterprise

The University of Greenwich is committed to giving its graduates the confidence to:

- Recognise and create opportunities, and respond effectively to unfamiliar or unprecedented situations or problems
- Generate new ideas and develop creative solutions or syntheses
- Communicate clearly and effectively, in a range of forms, taking account of different audiences
- Make use of familiar and emerging information and communication technologies
- Seize and shape the opportunities open to them on leaving university.

Cross-cultural and international awareness

The University of Greenwich is committed to producing graduates who:

- Engage effectively in groups whose members are from diverse backgrounds
- Appreciate the importance of behaving sustainably
- Move fluently between different cultural, social and political contexts
- Value the ability to communicate in more than one language.