

Faculty of Computer Science

Rules and Regulations

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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 compiled within.

MSA Academic Calendar

MSA Academic Calendar is issued 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 the MSA Website and available as a hardcopy in MSA Admission Office and Faculties' Student Affairs Office.

Admission

MSA University accepts students who have passed Thanaweya Amma Examinations or any other equivalent High School Examination (IGCSE, GCSE, American Diploma, German Certificates, IB, or other Arab Certificates). The Supreme Council of Egyptian Universities specifies the 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.

Faculties' Requirements

Holders of Thanaweya Amma and Arab certificates are required to present the original High School certificate along with the Original Birth Certificate. In addition to these certificates, holders of foreign certificates are required to present a proof of 12 years of education.

Egyptian and Arab Thanawya:

The student must obtain his certificate from the Scientific Math Section.

Other than Egyptian and Arab Thanawya:

- *IGCSE, Canadian Diploma and American Diploma Students:* a minimum of eight O'level and 1 advanced subject are required to qualify for admission; five of them must be English, Physics, Chemistry, Mathematics and Advanced Mathematics.
- *International Baccalaureate Certificate:* a total of six subjects + Extended Essay & Theory of Knowledge are required for admittance. Three of them must be English, Higher Physics and Higher Mathematics.
- *Bacc. Francais, German Certificates:* a total of seven subjects are required for admittance; four of them must be English, Mathematics on any level, Chemistry and Physics.

Admission Procedures

1. Students are admitted based on the ranking of their overall percentages and the capacity of each program.
2. Each applicant submits his/her application along with all original and authenticated documents and personal recent photos. Male students should submit required military documents.

3. The applicants' personal and academic data is entered into the University's system.
4. The percentage is automatically calculated for applicants according to their grades and according to the requirements of each different certificate.
5. For non-Governmental Certificates (other than Egyptian & Arab Thanawya):
 - a. Each student must provide documentation that gives proof that they have spent at least 12 successive years in education
 - b. At least eight subjects are required for admission. Passing grades are determined by the Supreme Council of the Egyptian Universities.
6. Each new applicant is required to undergo the English Language Admission Test (ELAT). The grade of the ELAT or TOEFL (if available) is considered in the assessment of the applicant's language proficiency. According to the exam result the student is placed in either Intensive English courses that range from the elementary to the upper intermediate (ENG80 & ENG 90), or Upper intermediate/Advanced English 101.
7. Internal transfer is permitted as long as the student meets all the faculty requirements, as decided by the Supreme Council of the Egyptian Universities for each year.
8. External & Internal transfer students must meet the Ministry's requirement (Official transcript and official course contents). The Faculty Dean/program leader interviews transferred students; and reviews their transcripts before admitting them into the faculty and notifies the student with the possible equivalent transferable modules. The final transferable courses will be confirmed by the Supreme Council of Private Egyptian Universities. The student starts a fresh GPA in MSA.
9. Selected applicants will be required to pay full fees and present all the original authenticated documents within a specified time interval. By the end of the admission period, a comprehensive report of all applicants' is prepared.
10. The new students are given 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. The Head of Board of Trustees and MSA president welcome the attendees and the of Director of Quality Assurance presents an overview about the University.
11. Students then head to their faculty where they are introduced to the Dean, who also welcomes the students to their faculty and presents an overview about the different majors of study.

Assessment and Progression

MSA Grading Scheme is as follows:

Letter Grade	Percentage	GPA	UK Classes
A	≥90	4	1 ST Class
A-	≥ 85 &&<90	3.67	
B+	≥ 80 &&<85	3.33	Upper Second (2:1)

B	$\geq 75 \ \&\& < 80$	3	
B-	$\geq 70 \ \&\& < 75$	2.67	Lower Second (2:2)
C+	$\geq 65 \ \&\& < 70$	2.33	
C	$\geq 60 \ \&\& < 65$	2	3rd Class
C-	$\geq 56 \ \&\& < 60$	1.67	Fail
D+	$\geq 53 \ \&\& < 56$	1.33	Fail
D	$\geq 50 \ \&\& < 53$	1	Fail
F	< 50	0	Fail

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

40% coursework

60% 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 end of the Fall Semester.
- At the middle of the Spring Semester.
- At the end of the Spring Semester.
- At the end of the Summer Semester.

The period of final assessment includes a deadline for submitting all work to be assessed as well as concluding all the examinations. 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.

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 is shown in the above table.

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.

The cumulative GPA calculation starts from the first semester for each student and is updated each semester till his/her 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 =

$$\frac{\text{Sum of the product of the number of credit hours of each Module in the current semester load X the corresponding GP}}{\text{(Semester Total Credits in the current semester load)}^*}$$

$$= \frac{\sum (\text{Number of credit hours of each module in the current semester load X Corresponding G}}{\text{(Semester Total Credits in the current semester load)}^*}$$

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 =

$$\frac{\text{Sum of the product of the number of credit hours of each Module registered up to this date X the corresponding GP}}{\text{Total Credits registered up to this date}}$$

$$= \frac{\sum (\text{Number of credit hours of each Module registered up to this date X corresponding GP}}{\text{Total Credits registered up to this date}}$$

***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.**

BSc Degree:

National Grading Classes	UoG/MDX/UoB Classes	MSA CGPA	Letter Grade Equivalence
Excellent includes	1 st 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	3 rd Class Honour	≥ 2.0 & < 2.33	C

MSA CGPA is calculated as per the student's entire profile.

General Policies

Payment of Fees Policy

Students should refer to MSA Academic Calendar for the dates of payment for each semester.

Advising and Registration Policy

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.

During the Registration Period students are offered academic advice via their academic advisors. They are also provided with a detailed schedule prior to the start of each academic semester. If necessary, students can obtain a replacement copy from the Faculty Student Affairs Department.

Students are eligible to register the full load of the semester as long as he/she is not under probation. Students must refer to their faculties as for the respective permitted load.

After completing the Advising and Registration process successfully, students receive their book store receipt from their respective faculties and are advised to visit MSA Book Store to receive their books.

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 is exceptionally allowed to register for nine credit hours.

Online Registration Procedures

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

1. Login to *msa.edu.eg*.
2. Click on "**Student Login**"
3. Click on "**Register now**"
4. Enter your MSA user name and password. (In case you encounter any problem, contact MSA server team, ext: 2131/2132)
5. Now you are introduced to "**Student Registration link**", where you select your modules through a Drag and Drop process.
6. After completing your schedule click "**End Registration**".
7. At this point, kindly check with your faculty regarding the logistics of approving your schedule. There are two scenarios:
 - a. either your schedule will appear in your academic advisors account for approval /modification, consequently, you will receive an email notification of his feedback
 - b. or you must visit your faculty to approve/modify your schedule.
This step is crucial, or else you will not be considered registered.
8. Upon approval of your schedule, you can receive your book receipt from your faculty.

9. Students are not allowed to register for Architectural Design courses or Graduation courses except in the regular semesters exclusively i.e Fall and Spring semesters.

Add and Drop of Modules Policy

Students should refer to MSA Academic Calendar for the dates of Add and Drop of modules (courses) for each semester.

Internal Transfer Policy

Students should refer to MSA Academic Calendar for the dates of Internal Transfer of major/faculty for each semester.

Progression of Students

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

Text Books Policy

The bookstore is responsible for distributing textbooks to students at the commencement of each semester. The bookstore is connected to the University database to ensure the proper dissemination of textbooks among students.

Computer Science students can receive their books from room **(B146)**.

Attendance Policy

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 are deprived from the final exam and automatically fail the Module. This includes absences for medical reasons and emergencies.

Students are required to check with the respective teaching assistants/Student Affairs department as to the number of absents reached in each module.

Late Arrival Policy

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

During the midterm exam (1.5hrs) and the final examination (3 hrs) students are allowed to arrive up to the first 15 minutes of the exam.

Late Submission Policy

Students are notified of the deadline for work submission for all pieces of their work at the start of the semester. Failure to meet the deadline results in the deduction of 10% of their mark for each working day.

Probation Policy

Probation students are students who fail to achieve CGPA 2.0 (equivalent to C i.e

$\geq 60\%$). Every student has to check his/her CGPA every semester to revise his/her 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 ($\geq 60\%$) to avoid being dismissed from the University and to be able to graduate.

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, 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.

Students CGPA must be minimum 2.0 in order to graduate.

Failing a Module

Students must meet the deadline for submission of all coursework in accordance with the requirements of the university and module staff.

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).
- Students who fail to achieve 25% of the marks in the final exam (F3).

Exemption of Midterm Exam Policy

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 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*".

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 Policy

If a student fails to attend the final exam due to any emergency or extenuating circumstances, and the Dean & University President approve the nonattendance, then an incomplete grade will be agreed upon. The Mid-term grade as well as course work grades are transferred to students who are given an (I) grade. The student is requested to fill out an "*Incomplete form*". 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 registered as a regular module thus calculated as part of the student's academic load and will appear on his/her 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 their academic progression.

Withdrawal Policy

1. **Module Withdrawal:** Students who apply to withdraw from a module due to being unable to progress or extenuating circumstances must submit a completed module withdrawal form to the Dean then for final approval by the President. Their 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.
2. **Semester Withdrawal:** Students who apply for a whole semester withdrawal due to extenuating circumstances must submit supporting documents to the Dean for consent then for final approval by the President. Their 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 Admission Office who raises the request to the respective Dean/program leader.. Serious cases are discussed at the University Board. Withdrawing students may request their transcripts and original documents.

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.

Condoned Failures Policy

Condoning regulations are as follows:

1. Condoning regulations apply only if the student has scored a min 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.
4. The 5 marks are distributed among the largest possible failing modules.

Note that ENG80 & ENG90 modules are not condoned.

Failures can only be condoned by the University Assessment Board.

Grade Appeals Policy

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 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. Students need to fill an online “Grade Appeal Form” to the Grade Appeal Committee in their respective faculty.
3. The Grade Appeal Committee investigates the cases thoroughly in coordination with the Examination Unit.
4. The Grade Appeal Committee should give feedback to students within the agreed time frame of each faculty.

Publication of results

Grades will be published on notice boards and on the University website after they have been ratified by the University Assessment Board held at the end of each semester.

Honors Scholarship Policy

Students in the faculty of Computer Science are eligible for 20% honors Scholarship in case they register for ≥ 15 CH in the current semester, achieving a semester GPA ≥ 3.75 and CGPA ≥ 3.67 .

Students are also eligible for 10% honors Scholarship in case they register for ≥ 15 CH in the current semester, achieving a semester GPA ≥ 3.6 and CGPA ≥ 3.5 .

Graduation

Students shall receive the award of the University 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.

Graduation Ceremonies are usually held every year in September/October for Fall, Spring and Summer Semesters graduates. Graduates are also eligible to travel and attend the Graduation ceremony held by the collaborative University in the UK.

Timetables and Accessing Own Records

During the Registration Period students are offered academic advice via their academic advisors. They are also provided with a detailed Schedule prior to the start of each academic semester. If necessary, students can obtain a replacement copy from the Faculty student affairs office.

Copies of the Examination schedule are available almost one week before exam periods, on the University Web Site and as hardcopies from the Faculty student affairs office.

Students can access their grades via their own accounts on the MSA web-site, or by taking an informal copy of their four/five year plan, or by ordering a formal transcript from the Student Affairs Office.

Transcripts

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.

An official transcript is issued only at the written request or authorization of the student concerned. Transcript requests must be made in writing in person to the University Admission office. Students must fill a “*Request for Transcript form*”

When making a request in the student affairs department, a template has to be filled out, it must include one's full name, MSA ID number, the reason for applying for a transcript.. Transcript requests will normally be processed within almost five working days. However, Transcripts cannot be issued during the period of midterm and final exams.

Feedback to Students

Feedback on assessment performance is a vital communication process between staff and student. Constructive feedback facilitates learning, and subsequently enhances marks and grades. The feedback on the programme takes a variety of forms.

Feedback during Teaching and Learning

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.

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 to be submitted to instructors at the end of semester for the final appraisal of the students' course work. They are returned to the students.

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 are provided to the students by the Module Instructor.

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 Web-site 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.

In addition, 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.

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)
- Director of Quality Assurance & Audit Unit
- Programme Leaders and Module Leaders (or their representatives) wherever feasible.
- Student representatives (almost two for each year/major).
- Support services representatives (IT, Admission, HR, PR, Examination Unit, Library etc).
- Secretary to take the minutes

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 Quality Assurance and Audit Unit Head. In addition, copies should be put on appropriate student notice boards and made available on MSA webpage.

Staff/Module Evaluation Survey

Students are required to complete the online evaluation (for Module/ instructor/teaching assistant). This is considered an anonymous channel for receiving Student Feedback. Reports of evaluation are sent to the faculty Dean and Programme Leaders for action. Head of Board of Trustees, President, Vice Presidents and Director of Quality Assurance also receive a copy. The process of the online evaluation usually commences after the midterm exams and is announced on the University Academic calendar and on MSA website.

Open Door Policy

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

MSA Official facebook Page

This is a new official channel for students feedback. Students can login to <http://www.facebook.com/MSAUniversity.News> to share their feedback.

Complaints Procedure

This section includes all complaints about unfair academic measures taken by staff against students 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.

The complaints procedure ensures that the student's opinion about any action taken against him/her is handled.

- Students submit their verbal/written complaints/petitions to the students' affairs office/programme leader.
- Students must submit their complaints 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.

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 programs 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 speak to or otherwise 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 visit the toilet during the exam duration, except in medical cases approved from the floor supervisor.
- Students are not allowed to enter the exam hall before the proctors.
- Students are strictly prohibited to enter exam rooms with their mobile phones.
- 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) and final exams (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 Examination Control Unit 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 the Examination Control Unit 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.

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.

Student Support & Career Opportunities and Placement

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.
- Counseling.
- Advice on career placement and training opportunities.
- Provide advice on any issue that concerns students' welfare.

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 at any time.

Teaching Assistants Support

Teaching Assistants are always there for their students to offer both academic, 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. The Teaching assistants are available to offer extra help to students. They work with students either individually or in small groups according to their individual needs.

International Student Support

MSA runs 24 offices in various Countries. The offices are located in Saudi Arabia (3), Kuwait (4), Palestine (6), Jordan (10), Syria (1). MSA established testing centers in both Saudi Arabia and Jordan where the new comers are allowed to sit for the English Placement Exam to facilitate the admissions procedure of the international students. 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 create a Model of United nation and Model of Arab League. In addition, The International Day Festival is a popular event held by MSA University.

Information for students with Special Needs

As an educational institution and employer, MSA recognises the equal rights for all students. Within this context, MSA supports any student with any form of physical disability who would require special tutorial help in academic reading and writing. Students with physical disabilities are taken into consideration not only in respect to examination arrangements but also in attendance and in the marking of coursework and examination papers, provided that the student has reported it at an early stage. Disability that may require consideration and when deemed necessary, MSA offers one to one tutorial help.

MSA is committed to a continuous programme of upgrading its buildings in order to improve accessibility for the disabled by incorporating provisions for wheelchair users. The campus includes ramps, lifts, and toilets for special needs persons.

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 Intensive English courses that range from the elementary to the upper intermediate (ENG80 & ENG 90), or Upper intermediate/Advanced (English101).

Students who need additional help and who have finished all the University language requirements are urged to contact the English Support Unit in the Faculty of Languages 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 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. In addition, Video, cassette tapes, and CD ROMs are provided for all subjects. 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.

Book Store

The bookstore is responsible for distributing textbooks to students at the commencement of each semester. The bookstore is connected to the University database to ensure the proper dissemination of textbooks among students.

Transportation Services

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

Student Union (SU)

The SU for each faculty is divided into five different committees (Sports, Community Service, Cultural, Social, Press committees). All of them work together for the well-being and the success of the University as a whole. The SU election is held once every academic year.

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.

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 Career Placement Center (CPC) is part of MSA HR department; it 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.

The CPC provides a full range of HR activities that include recruitment, training, and internships. The CPC 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.

The CPC organizes periodical job fairs that aim to provide students with exceptional work opportunities. The office also 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 will be offering 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.

Its slogan is Belong, Believe, Build and that's because 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.

The Alumni Department enables graduates to build their personal and professional network, empower career transitions and reconnect with fellow alumni, (to contact the department: training@msa.eun.eg).

N.B. Since rules and regulations may be subject to some changes, please find the link below for the latest version.

http://msa.edu.eg/index.php?option=com_pages&page=page_viewer&page_id=Quality%20Assurance%20Unit