



ACADEMIC REGULATIONS



Controlled (9)

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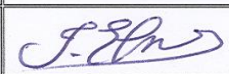

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**Revision
3**

DOCUMENT APPROVAL / REVISION

Effective Date : 1/5/2009

Approver's

Name	Position	Signature
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Dr. Ibrahim El Mohr	Deputy Director General for Education & Research	
Dr. Sherif El Araby	Deputy Director General for Quality Assurance and Management Representative	

Summary of Change

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1. Upgrade to ISO 9001:2008	

MPI1/1

1.0 Purpose

- 1.1 To ensure that situations regarding academic regulations are dealt with in a consistent and effective manner.

2.0 Scope

- 2.1 This code of practice is applicable to all students registered in program leading to bachelor degrees.

3.0 Definitions

- 3.1 Full time students: Any student enrolled in at least 12 credit hours/semester.
- 3.2 Credit hour: The credit gained for attending one lecture period (50 minutes) per week, or equivalent, along the duration of the semester.

4.0 Related Documents

- | | |
|----------------------------------|--------|
| 4.1 Registration of courses | MPS 12 |
| 4.2 Admission of new students | MPS 35 |
| 4.3 Administration of term exams | MPS 11 |
| 4.4 Assessment of students | MPC 5 |
| 4.5 Academic Advising | MPS 43 |
| 4.6 Student discipline | MPS 42 |
| 4.7 Bachelor graduation | MPS 27 |
| 4.8 Basic studies graduation | MPS 29 |

5.0 Code

5.1 Catalog Change and Student Responsibility

It is the student's responsibility to know and comply with catalog regulations governing admission, registration, degree plans, graduation requirements, payment of tuition, withdrawal, academic probation, academic suspension, etc. Each student will complete the requirements for graduation in the catalog in effect on the date of college entrance. If a subsequent decision is made to follow a later catalog, through a bona fide change in major or for other causes, the requirements in effect at that time must be met. A student who withdraws and subsequently returns to the Academy may be required to fulfill the requirements of the most recent catalog or catalog addendum. The Academic Advisor will assist in such cases. The semester, in which a course is offered, as listed in the catalog, is subject to change. Every effort is made to achieve fair and reasonable adjustments for students affected by curricular change. The curriculum, policies, and procedures of the Academy are under continuing evaluation and review, and a given catalog does not constitute a contract with the student.

5.2 Full-Time Student

The Academy recommends that full-time students take the normal load of 18 semester hours in order to meet graduation requirements within the 4 or 5 academic years.

Students having GPA > 3.4 may schedule 21 credit hours/semester.

5.3 Academic Advisor

Students are personally responsible for completing all requirements established for their degree by the Academy/College/Department. It is the student's responsibility to know the requirements for the appropriate degree program. Faculty advisors will assist students in preparing schedules, completing degree plans, and generally will counsel students on academic matters, but advisors may not assume responsibility for the student's academic progress and ultimate success or failure in a given program of study.

Any substitution, waiver, or exemption for any established requirement or academic standard may be accomplished only with the approval of the department Head and the College Dean.

5.4 Change of Schedule

With the permission of the Academic Adviser, a student may add a course or courses up to the end of the third week of the semester, or withdraw a course or courses up to the last day of classes prior to the final exam. To drop a course, the student must obtain a drop slip form from the Registrar and have it properly executed in the allowed time. A grade of "W" (Withdrawal) will be recorded if the course is officially

dropped prior the final exam; otherwise, a grade of “F” will be recorded. Refunds for dropped courses will be made according to the refund of fees schedule. Anyone who is not properly enrolled in a course cannot receive credit, and anyone who is not officially dropped from a course cannot receive a refund.

5.5 Grading System

The letters A, B, C, D, F, I and W are used as follows:

A+,A,A-, B, B+,B-C+ and C are passing grades. C- and D are conditional passing grade, which is not counted as passing grades unless the student achieves the proper Cumulative Grade Point Average for his registered credit hours. If he fails to do so, he shall have to repeat the courses with grade C- and D to raise his GPA. This is to be arranged with his Academic Advisor.

If a student fails to attend the final exam without excuse, his grade shall be zero.

This grading system is applied to all the courses, with the exception of specific courses approved by the standard of success set higher than for other courses, or assessed on a pass/fail basis.

A student’s grade point average (GPA) is computed by dividing the total number of grade points accumulated by the total number of semester hours attempted.

5.6 General Grade

General Grade is set according to the following Cumulative Grade Point Averages

Satisfactory	From 2 to less than 2.4	50% - less to 60%
Good	From 2.4 to less than 2.8	60% - less to 70%
Very Good	From 2.8 to less than 3.4	70% - less to 85%
Excellent	From 3.4 and above	85% and above

5.7 Academic Probation and Disenrollment

5.7.1 Students are placed on academic probation if their cumulative GPA is less than 2.00 at the end of any semester . They are not allowed to schedule more than 12 credit hours(or 13 credit hours for students of College of Maritime Transport & Technology) including courses to be repeated, improved, and/or new courses.

5.7.2 Students in the final year with GPA more than 2.0 are allowed to schedule 21 credit hours/semester (or 22 credit hours for students of Arch. Eng. Department or College of Maritime Transport & Tech.).

5.7.3 Student on academic probation for three consecutive semesters should not continue at the same department as he should be transferred to another adequate academic program with the aid of his academic advisor , either:

- Transfer to another department at the same College (on the condition that he satisfies the admission requirements of the new department).

Or

- Transfer to another College (on the condition that he satisfies the admission requirements of the new college department).

5.7.4 The Student is forced to leave the Academy if he did not achieve GPA more than 2.0 by the end of the third semester from being on academic probation in the new department or College.

5.8 Re-enrollment of students

Students that have been dis-enrolled due to disqualification or committing any penalties can be re-enrolled in the education system within a time limit that does not exceed 2 consecutive semesters. Students submit a re-enrollment form to the registrar who approves it and the student's name is re-entered in the computer system.

5.9 Withdrawals

Students withdrawing from study during a semester must fill out a withdrawal permit, have it properly executed by the Registrar in order to leave a clear record. A student completing this process before the beginning of the final examination period will have a "W" recorded on the permanent record. A student who withdraws without following this required procedure will be awarded an "F". Students cannot officially withdraw from study after the last day of classes prior to final examinations or while under disciplinary investigation.

5.10 Transcripts

Transcript requests should be addressed to the office of the Registrar. All requests must be in writing. One official transcript will be furnished

without charge. Fees will be charged for each additional copy and must accompany the request. No transcript will be issued until the finance department reports all accounts settled.

5.11 Repetition of Courses

If a student gets an “F” or a conditional pass in any course, whether required or an elective, the fail grade is recorded in the student’s permanent record, and included in computing his Semester and Cumulative Grade Point Averages.

A student must repeat the required courses with grade F. If the course is elective, the student may be allowed to register for another course after counseling his Academic Advisor, depending on the study plan and available courses.

If a student makes an incomplete grade(I) in some courses, it will be automatically transferred to grade “F” by the end of the first week of the following semester.

5.12 Class Attendance

Students are expected to attend every class session. Each instructor will maintain current records and will, upon request, furnish an accurate report of any student’s attendance pattern to the Registration Office. Attendance is checked from the first class meeting; therefore, late registrants will have some absences when they first meet a class. When students are absent, for any reason, they are still responsible for the content of the missed lecture and for any assignments. If the absence causes the student to miss a major examination that examination may be made up if the instructor is convinced that the absence was justified. A student’s attendance record is a legitimate part of the criteria, which

the instructor may use in assigning a grade for the courses. It is the responsibility of students to be aware of the attendance policies for their classes.

The student will be forced to withdraw from the course and a grade of “W” will be entered. In these case :

- a- the student has missed over 15% of class
- b- in case of illness or other forcing circumstances, absence of 20% will also lead to withdrawal from the course.

The optimum number of students in a class is 30 students for workshops and tutorial. In case of attendance in a big hall (lecture) the number of students will be around 75 students to ensure the quality of the education process.

5.13 Graduation Requirements and Degrees

- A) Student must earn a cumulative grade point average of at least 2.0 in all Colleges,
- B) The Academy grants the following certificates:
 - 1- Bachelor of Engineering (satisfactory complete 180 credit hours of approved work)
 - 2- Bachelor of Business Administration (Satisfactorily complete 144 credit hours of approved wok)
 - 3- Bachelor of Maritime Transport in navigation or Marine Engineering Technology

- a) Satisfactorily complete 76 credit hours of approved work for the basic 2 year program)
- b) Satisfactory complete onboard training vessel of guided sea training:
 - 32 credit hours for students of Nautical dept.
 - 14 credit hours for students of Marine Eng. Tech.
- c) Satisfactory complete approved work of:
 - 36 credit hours for students of Nautical dept.
 - 54 credit hours for students of Marine Eng. Tech

- 4- Bachelor of International Transport and Logistics (Satisfactorily complete 144 credit hours of approved work)
- 5- Bachelor of Computer Science & Information Technology (Satisfactorily complete 144 credit hours of approved work)