Misr International University



MIU Student Guide

2026-2027

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MIU Regulations

MIU Regulations

This student guide is an aid that answers all your inquiries about MIU and its regulations, so please read it carefully.

Student Responsibilities

A student is responsible for:

- **Familiarizing himself/herself with the information presented in this student guide.**
- **Regularly referring to the MIU Student Code of Conduct.**
- **Checking daily, his/her e-mail and student portal as they are the OFFICIAL means of communication between the students and the university.**

University ID:

The university identification card is an important document that ensures both students' rights and the safety and security of the university.

Therefore, students should:

- Safeguard the ID and ensure that it is not used by anyone but the ID owner.
- Make sure to keep the ID with them while on campus and present it whenever asked to without any objection.

Important note:

- If a student loses the ID, he/she will pay reissuing fee to receive a new one.

Credit Hours

- Courses are calculated in credit hours, i.e. points that each student gains upon taking a specific course. Each course carries a certain number of credits (points) that are awarded after successful completion of that course. You are awarded a Grade Point Average (GPA) at the end of every semester and a Cumulative Grade Point (CUM GPA) for the total of all semesters.

Class Standing

- Class standing i.e. whether you are a freshman, sophomore, junior or senior, does not depend on the year of joining the university but on the number of credit hours you have completed.

- N.B: this class standing is for freshman students ONLY
- Please check the website for other class standing.

For Faculty of, AlAlsun ,	
Credit Hours	Equivalence in years
1<36	Freshman
36<72	Sophomore
72<108	Junior
108 & above	Senior

For Faculty of, Business Administration. & BI	
Credit Hours	Equivalence in years
1<34	Freshman
34<68	Sophomore
68<98	Junior
98 & above	Senior

For Faculty of, Computer Science	
Credit Hours	Equivalence in years
1<33	Freshman
33<69	Sophomore
69<102	Junior
102& above	Senior

For Faculty of Engineering	
Credit Hours	Equivalence in years
1<34	Freshman
34<71	Sophomore
71<109	Junior
109 & above	Senior

For Faculties of, Mass Communication	
Credit Hours	Equivalence in years
1<33	Freshman
33<66	Sophomore
66<99	Junior
99& above	Senior

For Visual Communication Design	
Credit Hours	Equivalence in years
1<30	Freshman
30<60	Sophomore
60<90	Junior
90& above	Senior

For Faculty of Pharmacy-Pharm-D Clinical	
Credit Hours	Equivalence in years
1<34	Freshman
34<66	Sophomore
66<104	Junior
104<142	Senior first year
142& above	Senior second year

For Faculty of Pharmacy-Pharm-D	
Credit Hours	Equivalence in years
1<34	Freshman
34<68	Sophomore
68<105	Junior
105<141	Senior first year
141& above	Senior second year

Academic Advising

It is important for students to maintain regular contact with the academic advisors assigned to them. Please check the bylaws of each Faculty on MIU website.

- Students are encouraged to take advantage of early advising during which they get to select the course/module they wish to take the following semester. (N.B: the choice between module is only available for regular students, while irregular students (probation & late) will choose by course).

- Each student is responsible for choosing and registering in courses during the on-line advising period. (For all faculties except Dentistry students).
- Students are urged to settle any obligations or issues regarding the following in order to be able to proceed with advising:
    1. Financial issues for previous semester.
    2. Drafting for male students.
    3. Library overdue fines /books.
    4. Completing the online Course Evaluation.
    5. Admissions and registration pending issues.
- The number of required courses are as follows:
    a. Regular students = 18-19 credit hours for **science** faculties.
    b. Regular students = 16-17 credit hours for **non-science** faculties.
    c. Placed on Probation, Continued on Probation and Extended on Probation students = 12-14 credit hours.
- It is the student's responsibility to select the appropriate number of courses/credit hours according to his/her academic status and print his/her course schedule on the first day of each semester.
- For non-science faculties: A student must declare his/her major and minor after completing the required credit hours as set by the bylaw, and this is done within the first four semesters, or else he/she will be prohibited from advising online.

Adding and Dropping Courses/Modules

Students are responsible for checking the MIU calendar for Adding and/or Dropping courses/modules.

- A student may add/drop course/module (depending on his/her status) ***during the first week of the semester,*** pending availability of places.
- After the last day of the Drop/Add and till the specified date on the semester calendar, a student may drop one or more courses (WS), but is not allowed to add any.
- Adding or dropping course/module is done online for all faculties except the Faculty of Dentistry.
- Students are NOT allowed to drop any English course.
- Students CANNOT drop/add any course/module during the Drop /Add period if they have not fulfilled their financial obligations for the current semester.
- The student is responsible for printing his/her course schedule after the drop and add period of each semester.

For more details, please visit Advising Offices

Faculty of Dentistry: Room S19, Dentistry Building.
Faculty of Pharmacy: Room A13, Pharmacy Building.
All other faculties: Room 201, Main Building.

English Language Program Regulations (ELP)

Levels of the Program

- Pre-Fundamentals of Academic English (FAE00)

  (Applicable for faculties of ALS, BUS & MCM)

- Fundamentals of Academic English I (FAE 0I)

  ☐ should be completed within the first year

- Fundamentals of Academic English II (FAE 02)

  ☐ should be completed within the second year

- English for Academic Purposes (ENG 100)

☐ should be completed within the second year

- Freshman I (ENG101)

  ☐ should be completed within the third year.

- Freshman II (ENG102)

  (Applicable for faculties of ALS, BUS & MCM)

  ☐ should be completed within the third year.

- The above-mentioned English plan assumes that the student started with the lowest level of English (Fundamentals of Academic English I).
- If a student fails in passing his/her English course within the specified periods, he/she will be treated as a probation student. Accordingly, he/she will take a light load (4 courses + English Fundamentals (non-credit) OR 3 courses + ENG100 or Freshman (credit).

Attendance and Absence Policy

Students must attend at least 75% of the actual number of classes taught in the semester. If the students' absence, in any course, exceeds 25% (with or without excuse) he/she will not be permitted to continue attending and will not be allowed to sit for the exam. In cases of serious illness, a student should, visit the university clinic and submit the necessary medical reports. For an emergency, a student can file a petition on the student portal (SSO). In such a case, the petition is looked into and if approved a student may be granted an extra 5% absence.

In Cases where students have an accepted medical excuse or emergency which falls during an assignment/ research due date, they have five days within which to fill the necessary form at the SSO to be able to submit their work.

Please note the following:

1. If a student's absence exceeds the allowed percentage as previously mentioned,
   a) he/she will receive a **WU (Unsatisfactory Withdrawal)** grade in this course.
   b) he/she will receive an **"F"** grade in the **English course**.

2. It is the student's responsibility to count his/her absence. He/she is obliged to **check regularly the Student Portal** as the "Not Permitted" list will be uploaded on it.

3. A student **must continue attending** in the **section** he is registered in, if he/she **attends** in **another section**, he/she will be **considered absent** **even if the two sections are taught by the same instructor.**

4. Attendance is counted from the **FIRST DAY of classes**. Please make sure you are a registered student and your name is on the attendance sheet/online.

5. Students with **unsettled financial liabilities** are **not registered on class lists** until they settle them and as such **they are considered absent**.

6. If a student wants to drop a course, he/she should drop the course during the drop period and **should not wait till receiving a "WU".**

7. **Two marks** are **deducted** from the attendance grade of the course in case of group absence.

8. If a student **is not permitted** in a course due to **attendance problems** or if **he/she withdraws** from the course, the university **is not obliged to offer this course** in the following semester **even if** the student **is a graduate.**

Exam Regulations

- **Midterm exam:** An exam that is held around the 8th to 10th week of the semester.
- **Practical exam**: Required for certain courses.
- **Final exam:** An exam given at the end of the semester.
- The student is responsible for printing a copy of his/her exam schedule announced on the Student Portal. It is forbidden to take such information via phone.
- Students should always present their MIU ID cards to the proctors in exam halls, without any objection, to confirm their identity.
- Students who do not show up for the final exam of any course will receive an "F" grade, even if the student scores the highest marks during the semester.
- Students are not allowed into the exam hall half an hour after the exam starts.
- Students are not allowed to leave the exam hall before the end of half the exam time or as the situation demands, upon the decision of the chief proctor.
- Students will not pass the course unless they sit for the final exam and score at **least 30% of the grade for all faculties**, or **40% of the grade for 2024 Architecture and Electronics students and for class 2026 Computer Engineering students**. This goes for the final written exam or any other form of evaluation assigned and applies even if the sum of grades before the final exceeds the minimum grade required to pass the course.
- Students should make sure to attend the exam on time with the section they are registered in. If any student attends in another section, he/she will be granted an F in the final exam.
- If a student with a WU or WS grade sits for the final exam, his/her grade will automatically be an ''F".
- No medical excuses are accepted during the exam period unless the student is hospitalized. In such a case, the university physician must be notified on

the same day of absence. The student must later visit the clinic on the day of his/her return from the sick leave. Excuses are discussed by both the Students' Affairs Council and the Medical Committee to accept or reject them.

- In emergency Cases, a student must immediately file a petition to SSO to be discussed by the Students' Affairs Council for acceptance or rejection.

Academic Honesty

All students are expected to show honesty in their academic work. Academic dishonesty includes plagiarism and cheating in any form or method such as:

- Exchange of information between students during an examination.
- Use of unauthorized materials during an examination.
- Copying more than 15% of the assignment or research from any resource.
- NOT documenting used resources in any required research work.
- Failing to prove doing an assignment or a research without outside help.
- Copying material from another student. If copying is with the knowledge of that other student, both are penalized.
- For penalties please refer to the Student's Code of Conduct on MIU website.

- MIU **strictly enforces** the policy of academic integrity. It also uses the program called **Turn it in** to verify that the work you have submitted is, in fact, your own. Students who are found to have committed an act of academic dishonesty, or **participated in** academic dishonesty by giving their work to others, will receive an F in the course.

Grades:

- A grade is the letter system by which students are evaluated through quizzes, exams, papers, attendance, etc.

- The GPA is a number ranging from 0.00-4.00 which is a summary of a student's academic performance throughout the year.

- **Semester GPA:** is the GPA of the one semester only.

- **Cumulative GPA**: is the average grade of the courses taken throughout the years.
    - The CUM GPA is calculated by dividing the total quality points by the total credit hours, excluding the credit hours for WS/WU.
- **Major GPA** (does not appear on the transcript): is the grade average of the courses the student completed for the major.

The numerical value of each grade of the university's four-point scale is as follows:

Faculties of, Computer Science (As of Class 2025), Dentistry, Engineering and Pharmacy			Faculties of Al-Alsun, Business, (Computer Science till 2024) and Mass Communication		
Grade	Percentage	Weight	Grade	Percentage	Weight
F	0-<60	0.00	F	0-<50	0.00
D	60-<62.5	1.00	D	50-<52.5	1.00
D+	62.5-<65	1.30	D+	52.5-<55	1.30
C-	65-<67.5	1.70	C-	55-<60	1.70
C	67.5-<70	2.00	C	60-<65	2.00
C+	70-<72.5	2.30	C+	65-<70	2.30
B-	72.5-<75	2.70	B-	70-<75	2.70
B	75-<80	3.00	B	75-<80	3.00
B+	80-<85	3.30	B+	80-<85	3.30
A-	85-<90	3.70	A-	85-<90	3.70
A	90 and above	4.00	A	90 and above	4.00

- Grade (**C**) is the average passing grade. A (**D**) grade should be compensated with a (**B**) grade, in another course; a (**D+**) grade should be compensated with a (**B-**) grade in another course; and a (**C-**) grade should be compensated with a (**C+**) grade in another course.

  This applies in case both courses have the same credit hours

- Other grades used but not calculated in the GPA of the student are:

W	Withdrawal from university
WS	Satisfactory Withdrawal
WU	Unsatisfactory Withdrawal
INC	Incomplete
Pass/Fail	For non-credit courses
R	Listed beside the grade achieved in a repeated course
T	Approved Transfer
NT	Not Transferred

For more detailed information about the grading system or your academic standing please refer to the Registration Office or to your academic advisor.

Transcripts and Final Results

- **Results** are announced on the Student Portal.
- No results are given over the phone.
- The results of students who have financial liabilities or missing documents (Drafting, Th. Amma, Birth Certificate, etc) or Library overdue fines/ books will not be announced, and they will not be allowed to register for the following semester.
- An official transcript of academic record is issued upon request. Please refer to the Registrar Department.

Change of Major

A student may change his/her major from one faculty to another only if the student:

- Fills in a petition form at the (SSO) on the student's portal.
- The student's score on the secondary school certificate is not less than the score required for the new major.
- The student has studied the required subjects for the new major during the secondary stage.
- The CUM GPA is accepted in the new major/faculty.
- There are available places in the new major/faculty.
- The student passes the aptitude exam if requested.

The student must be aware of the transfer regulations of the university and sign all the conditions set by his/her academic advisor.

Student's GPA and academic status may change according to the major he/she transfers to.

Academic Probation

- Students must maintain a minimum CUM GPA of 2.00 at the end of the academic semester or will be considered a probation student, i.e. take a light load (4 courses + English Fundamentals (non-credit) OR 3 courses + ENG100 or Freshman (credit) except of PHR & DNT.
- Students who achieve CUM GPA less than 2.00 for a second time, will be "Continued on Probation", and for a third time will be "Extended on Probation". Beyond that they will be "EXPELLED" from university.

New Bylaw Rules and Regulations for 2024 Architecture, Electronics, and 2026 Computer Engineering Students

Academic Probation

Students must maintain a minimum cumulative GPA of 2.00 at the end of the academic semester or will be considered a probation student, i.e., take a light load (4 courses + English Fundamentals (non-credit) OR 3 courses + English for Academic Purposes or Freshman (credit).

Students who achieve a Cumulative GPA less than 1 after three semesters will be "**Expelled**" from the university.

Students who achieve a Cumulative GPA less than 2 but higher than 1 after six semesters will be "**Expelled**" from the university.

- N.B: The summer semester is not counted. Only Fall and Spring semesters.
- *For more information, check with the Advising Center.*

Academic Class Standing Policy:

 Starting registration date, students are allowed a maximum of two academic years (four semesters) to finish first year requirements or the required credit hours.

 After finishing first year, students are allowed two academic years (four semesters) to finish second year requirements or the required credit hours.

 After finishing second year, students are allowed two academic years (four semesters) to finish third year requirements or the required credit hours.

 After finishing third year, students are allowed two academic years (four semesters) to finish fourth year requirements or the required credit hours *for all faculties except Pharmacy & Dentistry*

 After finishing fourth year, students are allowed two academic years (four semesters) to finish fifth year requirements or the required credit hours *for Pharmacy & Dentistry*

In case of not achieving the required credit hours, the student will be expelled from MIU.

The above apply to all faculties.

Please refer to page 7 for class standing.

Dentistry Regulations

- The academic year is divided into two main semesters, with exams during each semester.
- The academic load is maximum 21 credit hours.
- If a student exceeds the percentage of allowed absence or fails in TWO courses maximum, he/she can register for the summer semester.
- The student who fails or exceeds the percentage of absence in MORE than two courses he/she has to repeat the academic year; accordingly, he/she cannot join the summer semester.
- A student has to pass all courses and achieve a minimum GPA of 2.00 before being promoted to year three.
- Light load due to English applies on Dentistry students according to their academic plan.

Graduation

- In order to attain a bachelor's degree (BA, BSC), MIU students must achieve a minimum of 2.00 in both the cumulative and the major GPAs (if requested).
- For students to graduate, they have to complete the number of credits required by their major
- Holders of foreign certificates must pass the complementary exams required and male students must pass the obligatory military training (تدريب عسكرى) as follows:
    - by the end of the 3rd year for the 4-year faculties,
    - by the end of the 4th year for the 5-year faculties.

Otherwise their graduation will be delayed

Honors

- Students with a CUM GPA of 3.6 or above at graduation are granted a BA/BSc with high honors.
- Students with a CUM GPA between 3.4 and 3.6 at graduation are granted a BA/BSc with honors.
- Students who get an "F" in any given course are not granted high honors or honors even if their GPA is 3.4 or above.

Payment of Tuition Fees

- Students must pay the tuition fees no later than the first day of classes. Registration is not finalized until students pay all fees. Students who do not finalize their payment by the deadline will be considered absent until they pay.
- Scholarships awarded at the time of admission are applicable for one year. Any later discount will be determined upon the student's academic performance and CUM GPA.

For more details about scholarships, check with the Accounting Office, Room 111.

Student Conduct

The university community seeks to maintain high standards of academic and social behavior. Students are expected to conduct themselves in a manner appropriate to life at an academic institution in Egypt and to abide by all Egyptian customs and traditions, including respect for all members of the university community and avoiding actions or words that are harmful or disturbing to others. Please avoid doing the following:

- Loss or misuse of your university ID
- Cheating and plagiarism.
- Stealing, destroying or possessing any property that belongs to the university or to others.
- Fighting, shouting or using inappropriate language on campus.
- Playing cards on campus.
- Smoking indoors (inside buildings)
- Possession, use, transmission or trading of drugs and alcohols.
- Harassment and conduct against public morals and/or general safety.
- Possession of fireworks, explosives or weapons.
- Entry or breaking prohibited places.
- Breaking MIU traffic regulations.
- Propaganda for a political or religious party or group on campus.
- Distributing or selling materials under the name of MIU without prior approval of the University Administration.
- Forming student clubs or associations using the university name without the approval of the University Administration.
- Fundraising, whether in monetary form or any other form, without pre-approval of the University Administration.
- Organizing extended sit-ins on campus (strictly forbidden).

- On campus demonstrations (strictly forbidden).
- Using university bus if you are not registered for this service.
- Using university name or logo without university permission
  - Misbehavior may lead to dismissal from the university

Dress Code

Students are expected to wear clothes that are appropriate for a learning institution and are appropriate for the culture of the community in which we live. The key to proper appearance is modesty and neatness.

You have a great opportunity in being a new member of the distinguished MIU community. So our advice to you is to get to know more about it.

The university has the right to change any of the above. Students will be notified of any change via e-mail.



B

University Services

Student Support Office (SSO)

The MIU Student Support Office is located on the ground floor of the main building (room 012). It offers information and guidance on academic/non-academic issues. MIU strives to maintain quality educational standards and services, therefore, students' comments, suggestions and complaints are always welcome.

MIU students can submit all complaints and petitions to the SSO which will ensure that any case is forwarded to the Students' Affairs Council and that each student receives a prompt response.

- In case a student has an attendance excuse for any reason, he/she is requested to submit a petition on the student portal before their absence, providing necessary documents for each case.
- If a student has a legitimate reason for requiring a re-calculation of exam grades, he/she must submit a petition on the student portal as soon as grades are announced and after paying the required fees (300 LE per course).
- MIU allows students to sit for a make-up exam in emergency cases only. In this case, the student or a guardian, must write a petition on the student portal, documenting the case and explaining the circumstances. The petition must be supported with the necessary documents. Students will be informed of the schedule of their make-up exam if the petition is accepted.

Alumni & Career Development Center

- The Alumni & Career Development Center aims to empower students and alumni by providing the skills, experience, and connections needed to thrive in their professional journeys. Through personalized guidance, career resources, networking opportunities, and lifelong support, we are committed to fostering meaningful career development and alumni engagement that extends far beyond graduation.

Alumni Application

- The MIU Alumni Application keeps graduates connected with the university by providing updates on news, events, job opportunities, exclusive offers, and important announcements. Alumni can also update their personal and professional information, helping MIU maintain an accurate Alumni Database and provide relevant career and networking opportunities.

Career Services Center

We offer personalized sessions to help students:

- Explore career options
- Build professional skills
- Prepare for internships and job opportunities from resume workshops to interview coaching

We guide students every step of the way, ensuring they are ready to succeed in the workforce.

MIU Career Hub:

Dedicated service available through the MIU Alumni Application that shares curated job vacancies and career opportunities with MIU graduates, helping them stay connected to the job market and advance their professional careers.

Student Summer Program:

Our Summer Training Program offers students hands-on experience in real-world work environments. It enables students to apply classroom knowledge, develop new skills, and build professional networks, giving them a competitive edge in the job market.

Alumni Gatherings

We value the lasting connection with our alumni and host events throughout the year to strengthen our community. From the warm evening of the **Ramadan Sohour**, where alumni reconnect, to the vibrant **Welcome Party**, where alumni help greet and inspire new students—these gatherings celebrate our shared bond and keep the university spirit alive well beyond graduation.

Employment Fair:

The Annual Employment Fair connects students and graduates with top employers across various industries. It's an excellent opportunity for students and graduates to explore job openings, network with recruiters, and gain insight into potential career paths, all in one event

Dental clinic

- The clinic provides its services, mainly, to the local community in and around the neighborhood of MIU. The clinic is equipped by state-of-the-art technology for providing high standard services in all dental disciplines with ultimate levels of safety and infection control for both the patients and the operators. The services provided are free of charge, constituting a real contribution to the welfare of the neighborhood population and an enhancement of the governmental dental services for these communities.
- It also offers training for 3rd,4th and 5th year dental students, student interns and postgraduate students under the supervision of Faculty of Oral & Dental Medicine staff members.

Drug Information Center (DIC)

- The mission of Pharmacy Drug Information Center is the provision of evidence-based, relevant, and unbiased drug information services through answering drug-related questions and publicizing periodical Drug Information Newsletters.

Fitness Center (GYM)

A spacious gym was added to MIU athletic facilities. The gym features state-of-the-art aerobic and strength training equipment. Personal trainers are available at all times.

Food Venues

There are many food venues that cater to most students' tastes and preferences. They offer refreshments and a wide variety of hot and cold sandwiches and light snacks. The food venues are open daily from 8:30-6:00. They are strategically located around campus to ensure a quick snack for students with busy schedules.

Information Technology Department (ITD)

The Information Technology department (ITD) aims to improve the quality and cost-effectiveness of higher education at MIU to make IT an area of distinction.

ITD is entrusted with a fundamental responsibility to provide strategic planning and technical direction through the integration of varied new and existing information technologies. ITD also strives to enrich the communication process of the institution by providing:

- E-mails to all students.
- Plasma screens all over the university for announcements.
- Student portals where students can monitor their schedules, WU lists, exam schedules, grades, transcripts, online courses, lectures, and assignments and interactions with their instructors.

Internet Services

MIU is connected to the Internet, providing online communication facilities and resources. WIFI access is also provided.

There are also Open Access Labs where students can access the Internet for academic purposes. The service includes browsing, uploading, downloading, and printing facilities.

Internet Lab regulations:

- No food, beverages or smoking in the lab is allowed.
- No downloading of programs is allowed.

MIU also provides you with many facilities to develop the learning process and transfer knowledge in an easy way. Facilities include: E-Learning platform, E-library system and a Student portal.

IMPORTANT LINKS
MIU E-Learning Website:
https://moodle1.miuegypt.edu.eg/ for ARC, CSC, DNT, & ECE,
https://moodle2.miuegypt.edu.eg/ for ALS, BUS, MCM, & PHR.
MIU Student Portal Website: https://portal.miuegypt.edu.eg/Login.html
Mobile App (Android – IOS): https://moodle.com/app/
Desktop App (Windows – MAC): https://download.moodle.org/desktop/

Library

Main Library

The Main Library is located on the third floor in the Main Building. The Main Library possesses a large collection of printed collection in both English and Arabic languages in addition to electronic collections and physical formats to fulfill the educational needs of the faculties of MIU: faculties of Al Alsun, Mass Communication, Business Administration, Computer Science, Architecture and Electronics and Communications. The Main Library interior design creates more privacy for students through offering new 16 individual study units equipped with PCs and wireless connections for internal use. The Main Library also has a well-equipped Orientation Room with 16 PCs and wireless connections for both instructors and librarians to execute their classes inside the library. It also includes a data show with a projector.

Scientific Library

The Scientific Library is located on the third floor in the N Building. The Scientific Library provides a useful collection of printed and electronic collection for both faculties of Pharmacy and Oral and Dental Medicine. There is a computer station at the entrance of the Scientific Library with 13 public access PCs and wireless connections for internal use.

Electronic Library

The Electronic Library facilitates the pursue of scholarly research, to use information technology, and to study from various collections of print and electronic resources. The Electronic Library offers 23 units for individual quiet study assisted with PCs.

The Electronic Library also has a well-equipped Orientation Room with 16 PCs and wireless connections for both instructors and librarians to execute their classes inside the library. It also includes a data show with a projector.

The Electronic Library is located on the second floor in the Main Building.

E-Books

Aiming for digital transformation of sources, MIU offers the interactive e-book as an effective source of study as it helps make your learning process more interactive and enjoyable anytime and anywhere you are.

Library Hours:

Sundays –Thursdays	8:30 a.m. - 6:00 p.m.
Fridays	Closed
Saturdays	8:30 a.m. - 4:30 p.m.

- The library catalog and other services are available on the library web page library.miuegypt.edu.eg

Circulation Policy:

- Patrons who have a valid university ID card with no fines and no overdue can borrow materials as mentioned below:

Patron Type	Loan Period	Max. Books
Undergraduates	1 week	3
Postgraduates	2 weeks	4

- **NEVER** allow another user to use your ID card, or borrow items for another person, as you are responsible for items borrowed with your ID.

- **Fines Policy:**
  Students have to pay fines for overdue books otherwise their final grades will be blocked.

- **Late Return:**

  Item Fine per day: L.E. 5.00

  Lost Items: If the item is lost the charge will be:

  Fine charges + overhead charge (50 L.E.) + replacement cost

  The library will consider a Circulated Item "LOST" after 60 days overdue.

  If a lost item is found within a year, only the replacement cost is refundable.

- **Reserve:**

  The Reserve System offers two types of services. The first allows textbooks to be used by all students in a particular class. The second allows photocopying from particular library books but not checking them out.
  Students must present their valid university ID card each time requesting an item at the Reserve Desk.
  These materials are due two hours from time of checkout and must be used in the Library.
  Patrons have to return reserve items to the Reserve Desk and not to leave them anywhere otherwise they will not be counted as returned.

- **Library Instructions:**

  Students are NOT allowed to check out books without their ID cards.
  Submit returned books to the library staff at the circulation desk.
  Dictionaries, encyclopedia, reference materials, periodicals and newspapers can NOT be checked out.
  Students can borrow three books at a time for one week and renew them for one more week only. If books are not renewed or returned, fines will be charged.
  DON'T RESHELF books or any library materials after using them.
  Make your mobiles silent before entering the library.
  Students can fill out a request form at the photocopy center if immediate copying is NOT available and they may collect the photocopied material later.
  For more information, please check Library Brochure, refer to any library staff & or leave a note on the survey located on the counter.

Book Stores Hours:

Sundays –Thursdays from 9:00AM-3:00PM

Medical Services

The clinics are located on the ground floor (Rooms 004 & 005).

The university physician may prescribe medicine and give sick leaves during clinic hours.

If the student is sick and visit a private physician, the student must send his medical certificate to the MIU Clinic on the following email students.medical@miuegypt.edu.eg as soon as possible. When the student returns to university he/she must visit the MIU clinic immediately to be examined.

If the student's Medical excuse is valid, it will be presented to the Medical Committee and Students' Affairs Committee to be accepted or rejected.

Photocopying Services:

Photocopying services are available next to the Mosque. The library on the 3rd floor also offers photocopying services for materials that cannot be checked out such as encyclopedias, periodicals and references. Photocopying of course TEXTBOOKS is NOT allowed.

Prayer Areas

There are two prayer areas:

- One for girls located on the ground floor (R building).
- A mosque for boys.
- Students are not allowed to gather or to study in such places as they are for prayers only.

Recreational Facilities

MIU has a number of recreational facilities for students' use. The music room is equipped with several musical instruments and serves the choral group rehearsals. Sports facilities are constantly upgraded to meet the needs of students.

Research Guidance Center

The Research Guidance Center is founded to set the principles of research and academic honesty among students, as well as guide them as they do their research work. It acts as a bridge between professors, students, and research resources, and a kind of guarantee that research done is not copied, plagiarized or written by someone other than the student himself/herself. As such assistants of the center guide and help students write research papers using the proper format, introduce them to the correct method of using available research sources, and ensure that they do not plagiarize. This is done through a series of individual conferences between research center assistants and students.

At each meeting, a different aspect of the research process is discussed, and the student's progress is monitored and evaluated. Through this valuable system, MIU students are ensured a genuine opportunity for developing research skills, which have practical uses throughout both their academic and professional lives.

Student Summer Training Program (SSTP)

MIU organizes training opportunities for students in renowned companies during the summer. Such professional exposure enables the students to fully appreciate the academic learning they go through in the university and gives them an opportunity to be recruited by those companies once they graduate.

Transportation Services

Misr International University provides convenient and regular transportation services for students from Cairo, Giza, and Zagazig, which include:

1.Daily Trips:

- Round Trips: Arrival at the university at 8:30 AM and departure at 4:30 PM.

- Shuttle Service: An additional service designed to suit students' lecture times and class schedules. It includes two slots for arrival at the university:
    - Two slots for arrival: Buses depart from designated locations at 8:45 AM and 10:30 AM.
    - Three slots for leaving the university: 1:30 PM, 3:00 PM, and 6:00 PM.

2. Routes and Meeting Points:

    Routes and pick-up points are chosen to be as convenient and accessible as possible for all students.

3. Vehicles and Supervision:

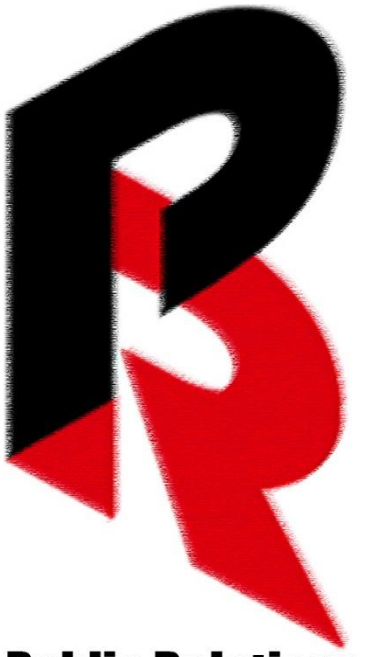
    All buses are air-conditioned, 2022 models or newer, and a university supervisor is present on every trip.

4. Service Updates:

    The university reserves the right to make changes to schedules (e.g., during Ramadan, exam periods, etc.) or routes as needed. Students will be notified of any updates or changes via email.

For more information, please visit the **Transportation Office – Room 025**.

The university has the right to change any of the above. Students will be notified of any change via e-mail.



MIU Student Guide

C Activities

Misr International University ever-growing list of events ensures that its students enjoy a full and varied social life on campus.

What kind of activities are there at MIU?

There are a large number of clubs at MIU, each with a different aim and purpose. Clubs include the following:

- **MIU Model United Nations & Arab League (MUN&AL)**

Model United Nations is a simulation of the UN General Assembly and other multilateral bodies. In Model UN, students play the role of ambassadors from UN member states. The club aims to raise the youths' political awareness by discussing, exchanging and debating political opinions.

- **ASCC for Help**

ASCC is an Awareness service charity club that serves both MIU students and the community through holding charity work. It is concerned with raising awareness towards issues that we perceive as defects in our community.

This club is responsible for:

Holding charity work like visiting orphanages and giving MIU students the chance to help these children and make them happy.
Distributing Ramadan bags.
Organizing Ramadan iftar in some orphanages.
Organizing Orphans Day on campus.
Organizing blood donation campaigns.

- **Move Club**

The club serves both MIU students and the community in terms of human development and awareness. It has two main programs: Community Service and Student Development program.

- **Utopia Club**

The club develops students' social skills through participating in organizing the university events, festivals, graduation ceremonies, etc.

- **Tuners Club**

The club helps develop the musical and artistic skills of MIU students through training them to sing, play musical instruments and organize concerts.

- **Auditing Simulation**

Helps the students apply theoretical knowledge to real life, excel in the accounting and auditing fields and live the experience of being a true auditor.

These simulations help shape students' career plans.

- **Mass Media Club**

It provides an opportunity for students at MIU to explore various media outlets, organizations and programming at the local state and national levels.

- **DIMAS Club:**

DIMAS is a club for Pharmacy students who aim to serve the community through giving advice and information on drugs. This objective is achieved through awareness campaigns and the use of facilities such as the Drug Information Center, drug information software and textbooks.

- **Community Dental Clinic (CDC)**

CDC's mission is to spread dental health awareness by providing free and impartial dental advice and treatment.

- **El Warsha**

El Warsha is a student activity that tackles diverse types of art. It aims to boost the creative sense in all students through hands- on workshop sessions such as wood-working day, threading, etc.

- **AIESEC**

AIESEC offers the MIU students an opportunity to develop their leadership skills through 4 weeks of exchange programs of volunteering abroad in different projects. There are five main programs offered: Cultural Understanding, Education, Entrepreneurship, Environmental Awareness, and Health Awareness.

- **IEEE**

IEEE is an academic association that targets Computer Science and ECE students. It develops their technical skills by planning various events throughout the academic year.

- **IhepC (International Hepatitis Club)**

International Hepatitis Club is a student activity raised by non-paid volunteers who try to achieve the goal of a Hepatitis C & B Free Community through awareness screening campaigns and treatment campaigns held by our follow up team.

- **TedX**

Ted is a non-profit organization dedicated to spread inspiring ideas. TED stands for Technology Entertainment and Design- three areas that are collectively shaping our future.

- **Enactus**

Enactus is a worldwide organization that aims to raise the awareness of the benefits of entrepreneurship by organizing sessions and participating in national competitions with 56 other universities.

- **Gamers Legacy**

Gamers Legacy is the first entertainment club in MIU that organizes gaming & animie events and academic sessions on "Gaming Development" using 3DSMAX & Unity Engine.

- **ACPC CLUB**

  ACPC Club MIU, the first official ACPC Club and community at MIU, holds the distinction of being officially approved by the ACPC. In an exciting first for MIU, we are participating in competitive programming and problem-solving this year. We're your entry point into the thrilling realm of these challenges. Our club offers a dynamic platform for students to boost their coding skills, participate in prestigious contests like ECPC, ACPC, and ICPC, and engage in local university competitions. Alongside these challenges, we regularly host problem-solving sessions led by experienced students and feature talks by industry experts, covering topics such as interviews at top tech firms. We also provide essential soft skills workshops, focusing on interviewing, presenting, leadership, and networking. Come join us in building a vibrant community of passionate problem solvers, where innovation and collaboration flourish, and together, we'll help shape the future of computer science and technology.

- **VENSTUERS:**

  MIU students club is ventures, which enables students to explore the different marketing careers by undertaking risky journeys or plan of action like the adventures. Also, Ventures gives the students the opportunity to understand the marketing various fields and get to sense the insights of each career in deep. The purpose of Ventures is to fill the gap between professional life and academic life, through identifying each profession up close, and giving students the opportunity to acquire the skills needed from the top companies and important business professionals, this academic student activity won't act traditionally, won't just give more and more lectures and speakers events, it would go beyond this. Ventures brings the professional environment to MIU students, it's a workshop but a full practical experience, a tangible, solid, and vivid experience with companies in several areas cooperating with MIU students to have professionally executed outputs.

Entity MIU:

The first student activity in Egyptian university for homeless sustainable development and homeless sheltering Organization description: It's a Non-Profit student activity that has an educational aim, sustainable social solidarity through charity work for homeless people, and behavioral awareness to develop the youth's moral.

MTC MIU:

We are Miu theatre club. Our club started in 2021 we performed a play called the visit for more than 5 nights and thousands of spectators. We participated with our play " The Visit " and won Afaq theatre festival winning over other 45 plays all over Egypt.

Membership is open in all clubs. Proposals for new clubs are most welcome.

How will you benefit?

University years are not only academic years. Activities and social life are important as well. You can benefit from activities in many ways:

- Your years at MIU will be exciting and memorable.
- You will make more friends and have more fun.
- You will gain experience and skill in whatever area the club or group is concerned with. You will also learn valuable experiences concerning leadership, organization, and responsibility.
- You will learn to deal with many different kinds of people.
- Most businesses would rather hire someone who has been involved in activities rather than one who just got a very high GPA. Having worthwhile activities on your CV is definitely an asset.

How to be an active member?

You have to be:

- **Energetic**, by attending most of the meetings and participating in most of the club activities.
- **Promising,** by letting your superiors feel that you are a hard worker. Do not promise that you will do tasks that are beyond your capabilities.
- **Punctual,** as this is something you have to apply to your life in general. Learn to manage time.

Events

MIU also organizes many parties and open days that students can participate in. Among the events are the Welcome Party, Choco- Christmas Festival, Senior Festival, etc.

- **International Day**

The Annual International day is one of the most awaited events at MIU. Students seize this opportunity in order to show their creativity in representing different countries. The day is always filled with an array of colors and aromas of many different nations.

- **Community Service**

A series of charity and community service events are held on campus such as blood donations and clothes collecting campaigns

- **Sports**

The Annual Sports Day has become a much- awaited event. Many teams compete in the University Tournament. Other 'fun' sports activities take place as well such as darts, balloon shaving, and tug-of-war games.

MIU Sports Tournament is another popular event in which students compete in soccer, volley ball, table tennis and basketball games. The valuable prizes make the competition fiercer and worthwhile.

Trips

MIU offers a variety of travel experiences inside and outside Egypt in which students benefit both socially and academically. The academic trips are directly linked to their course work and there's usually a task assigned. The recreational trips are carefully organized to suit the interests of all students.

For more details, check with the **Public Relations Office (PR) Room 009**



D Important Notes

إعتماد الأوراق الرسمية

تقوم الجامعة بإصدار و إعتماد بعض الأوراق الرسمية للطلبة المقيدين بالجامعة عقب صدور موافقة مكتب تنسيق القبول للجامعات الخاصة مثل:

- إثبات القيد بالجامعة يصدر لجهة محددة و يختم بخاتم الشعار.
- أوراق إستخراج بطاقة الرقم القومى و تختم بخاتم الشعار، ينصح بأستخراجها مبكرا خاصة الذكور.
- أوراق أشتراكات و سائل النقل العام المختلفة (قطارات-مترو-أتوبيس) و تختم بخاتم الشعار.
- أوراق إثبات المصروفات وعادة تصدر للمجلس الحسبى و تختم بخاتم الشعار.
- أوراق التدريب للطلبة بالشركات أو البنوك.....إلخ.
- أى أوراق رسمية أخرى.

نظرا لأن معظم الأوراق تحتاج إلى الختم بخاتم الشعار و هو موجود بوزارة التعليم العالى إذا فأن إستخراج هذه الأوراق يستغرق عدة أيام عمل من تاريخ تقديم الطلب لذا مطلوب من الطلبة مراعاة ذلك و التقديم بطلباتهم مبكرا.

تقديم الطلبات:-

- الغرفة (003) بالدور الأرضى بالمبنى الرئيسى هى المكان المخصص لإستخراج الأوراق الرسمية طرف الموظف المختص .
- يتم ملئ النموذج المخصص لكل حالة بمعرفة الطالب نفسه أو ولى الأمر، وتسليمه للمسئول واستلام إيصال متابعه وأستلام الطلب.
- يسدد مبلغ نظير إستخراج الأوراق الرسمية .
- يرفق بكل طلب تقديم (إثبات قيد/إفادة) صورة من بطاقة الرقم القومي أو صورة من شهادة ميلاد مميكنه مدون عليها الرقم القومي.
- يرفق بكل طلب موجه إلى السفارات الأجنبية صورة جواز السفر .
- الطلبة الغير مصريين يرفق جواز السفر الأجنبي مع كل طالب.
- يراجع الطالب بالتليفون المدون على الإيصال لمعرفة موعد استلام طلبه.

- تسلم الأوراق الرسمية بعد إنتهاء الإجراء إلى الطالب شخصيا أو إلى ولى الأمر بواسطة إيصال الأستلام (الوالد فقط أو من يوكله رسميا).

شروط إستخراج الأوراق الرسمية: -

- أن تكون جميع أوراق التسجيل للطالب بالجامعة كاملة و مستوفاه بإدارة القبول و التسجيل.
- أن يكون مسددا أقساط المصروفات المستحقة عليه وقت تقديم الطلب.
- أن يكون مستوفى جميع متطلباته مع باقى إدارات الجامعة (الأرشاد الأكاديمى، المكتبة...إلخ).
- إثبات القيد بالجامعة يصدر لجهه محددة و لا يصدر لمن يهمه الأمر.
- إستكمال أوراق التجنيد للطلبه الذكور المصريين.

ملحوظة :

- إستخراج الأوراق الرسميه وإعتمادها للطلبه المقبولين بالعام الدراسي 2026-2027 يبدأ إعتبارا من مراجعة ملفات القبول بالتعليم العالى.

علاقة شباب جامعة مصر الدولية بالتجنيد

الخدمة العسكرية واجبه على كل مصرى من الذكور يبلغ 18 سنه حسب القوانين المصرية (127 لسنة 80) و هى مسئولية شخصية على الشاب وحدة، تبدأ علاقة الشاب بالتجنيد عند بلوغة سن 16 سنة و إستخراج البطاقة الشخصية (الرقم القومى) من السجل المدنى الملحق بقسم الشرطة التابع له حيث يبدأ تسجيله فى كشوفات التجنيد،ببلوغ الشاب سن 18 سنة تصدر لة البطاقة العسكرية (بطاقة 6 جند) عند مندوب التجنيد الموجود بقسم الشرطة الصادر منه البطاقة الشخصية (الرقم القومى) ويجب على الطالب التوجه بنفسه لإستلامها شخصيا.

عقب إستلام الشاب البطاقة العسكرية المذكورة يجب تسليمها مباشرة ويرفق بها النموذج3/2 إلى مكتب التجنيد بالجامعة غرفة 003 للبدء فى إجراءات تأجيل التجنيد الدراسى للمستحقين.

مواليد عام2007 يجب عليهم إحضار البطاقة 6 جند و النموذج 3/2 جند إلى مكتب التجنيد فورا وسيتم طلب البطاقة 6 جند للطلبة مواليد 2008 اعتبارا من أول ديسمبر2026.

طبقا للقانون :-

- لايجوز أن يلحق طالب بإحدى الكليات أو ينتسب إليها أو يبقى فيها بعد إتمام التاسعة عشر ما لم يكن حاملا البطاقة العسكرية 6 جند (مادة 38 من القانون 127 لسنة 80).
- وكذلك لا يجوز أن يبقى طالب بالكلية بعد إتمام سن العشرون ما لم يكن موقفة من التجنيد معروف.

و محدد بإحدى الوثائق الرسمية:-

- ❖ قرار التأجيل الدراسى ' تقوم الجامعة بإستخراجه بعد تسليم البطاقة 6 جند.
- ❖ شهادة الإعفاء من الخدمة (مؤقت /نهائى) ويقوم بإستخراجها الطالب بنفسه ويحتفظ بالأصل لدى الجامعة طوال دراسته بها.
- ❖ شهادة الإستثناء من الخدمة و يقوم بإستخراجها الطالب بنفسه ويحتفظ بالأصل لدى الجامعة طوال دراسته بها .
- ❖ شهادة أداء الخدمة أو الإرجاء منها و يقوم بإستخراجها الطالب بنفسه.

الإجراءات :-

- الطالب المستحق تأجيل التجنيد للدراسة (من مواليد 2007)عليه إحضار البطاقة العسكرية 6 جند و يلحق بها النموذج 3/2 جند فورا، مواليد عام 2007 و مابعدها يجب تسليمها عقب الأعلان عن ذلك و حسب مواليد السنة التى تطلب التأجيل و الذى عادة مايكون معلن عنه فى لوحات إعلانات الجامعة و تسليمها إلى مكتب التجنيد (غرفة 003) بالمبنى الرئيسى للجامعة.

- الطلبة المستحقة للإعفاءات بأنواعها عليها تقديم أصل شهادة الإعفاء إلى مكتب التجنيد مع مراعاة أن تكون سارية المفعول وتجدد فى مواعيدها و يحتفظ بها بالجامعة حتى التخرج.

أنواع الإعفاءات :

1- الإعفاء النهائى:-

- عدم اللياقة الطبية.
- الأبن الوحيد لأبيه الغير قادر على الكسب أو المتوفى.
- أكبر المستحقين للتجنيد من أخوة أو أبناء الشهيد.

2- الإعفاء المؤقت :-

- الإبن الوحيد لوالده الحى.
- العائل الوحيد لوالدته الأرملة أو المطلقة.
- العائل الوحيد لإخوته غير المتزوجات .

3-الإستثناء من الخدمة:-

- مزدوج الجنسية إلى أن يفقد الجنسية الأجنبية.
- لأسباب أمنية.

4-التسويه النهائية

و يزول الإعفاء بزوال السبب.

تأجيل التجنيد الدراسى يمتد حتى بلوغ الطالب سن 28 سنة أو التخرج أيهما أسبق و يحدد التأجيل على الكلية الملتحق بها الطالب و المسجل عليها ، على أنه عند تحويل الطالب من كلية إلى أخرى يجب معه تحويل تأجيل التجنيد، و يراعى أن يتم ذلك لمرة واحدة بعد بلوغ الطالب من سن 22 سنة. يحق له التحويل من كلية إلى أخرى مرة واحدة فقط.

إستخراج أثبات القيد و إعتماد الوثائق:-

إستخراج أو تجديد جوازات السفر و تصاريح السفر للخارج للطلبة بعد سن الثامن عشر تحتاج إلى تحديد موقفه التجنيدى و إستخراج إفادة قيد من الجامعة بذلك ، و يلزم البدء فى هذه الإجراءات قبل فترة زمنية مناسبة تسمح بإستخراج الأوراق المطلوبة قبل السفر بوقت الكافى.

الطلبة بعد سن 18 سنة و ترغب فى السفر للخارج عليهم إستخراج تصريح سفر من إدارة التجنيد قبل الذهاب إلى المطار للسفر.

التربية العسكرية

مادة التربية العسكرية اصبحت تطبق علي طلبة الجامعات الخاصة طبقا للقانون 46 الصادر عام 1973 وهي ملزمة للطلبة الذكور كشرط للتخرج ويمكن تنفيذها خلال الدورات التي يعلن عنها إعتبارا من القبول وحتي العام الدراسي قبل التخرج وكلما كان تنفيذها اسبق كلما كان احسن للطالب .

لايسمح للطالب التسجيل فى مقررات الفرقة قبل النهائية إلا بعد النجاح فى دورة التربية العسكرية.

التربية الوطنية

مادة التربية الوطنية اصبحت تطبق علي الطالبات إعتبارا من 2024 وهي ملزمة للتخرج وتنفذ خلال الأجازات الصيفية وأجازة نصف السنة ولايسمح للطالبة بالتسجيل بالسنوات قبل النهائيه قبل إجتياز دورة التربية الوطنية بنجاح

الإستفسارات :

الأمن غرفة رقم 016 .

الأوتوبيسات غرفة رقم 025 .

التربية العسكرية غرفة رقم 023.

التجنيد والإفادات غرفة رقم 003.

القطاع الطبي

تعريف بالقطاع الطبى بالجامعة

- يقع المجمع الطبي بالجامعة بالمبنى الرئيسي بالدور الأرضي ويحتوي على عيادتين كما يوجد عيادة ثالثه بمبني (R) ملاصقة لمنطقه الملاعب ، تقوم العيادات بتقديم خدمة الكشف الطبي والإسعافات الأولية لحالات الطوارئ وذلك أثناء تواجد الطلبة بالجامعة، وكذلك يقوم أطباء القطاع الطبي بوصف العلاج اللازم للطالب بعد إعطائه العلاج الطبي المبدئي من العيادة.

خدمة التأمين الصحى:

- حرصت الجامعة منذ انشائها على التعاقد مع كبري المستشفيات الاستثمارية مثل النيل بدراوي و القاهرة التخصصي و السلام بالمهندسين و غيرها وذلك عن طريق شركة ميدى كير للتأمين الصحي، وبناءا على ذلك يوجد تغطية علاجية لكل طالب على مدار العام في حالة احتياجه للكشف الطبي في جميع التخصصات كذلك يوجد تغطية لإجراء الفحوصات الطبية و العمليات الجراحية وحالات الطوارئ وذلك بمبلغ وقدره 7500 جنيها فقط (سبعة آلاف وخمسمائة جنيها) (في العام لكل طالب ماعدا علاج الأسنان و العلاج النفسي و جراحات التجميل غير مغطاة.
- يتسلم كل طالب من سكرتارية الكلية الكارنيه الخاص به علما بأن أسماء وعناوين المستشفيات المتعاقدة متاحة على الموقع الخاص بشركة التامين الصحي (ميدي كير)حتى يتسنى له الاستفادة من الخدمات المذكورة مع العلم بأن خدمة التأمين الصحي للطلبة مقدمة من الجامعة كخدمة مجانية لأبنائها الطلبة وليست من ضمن المصاريف.

احتساب الإجازات المرضية

- في حالة مرض الطالب و هو متواجد بالجامعة عليه مراجعة طبيب الجامعة لتوقيع الكشف الطبي عليه وإعطائه العلاج اللازم.
- أما في حالة وجود الطالب بالمنزل فأنه يجب عليه إبلاغ عيادة الجامعة بمرضه من خلال e-mail العيادة (students.medical@miuegypt.edu.eg) و مراجعة عيادة الجامعة عند عودته ومعه الشهادات الطبية والعلاجات الدالة على المرض لمناقشة الحالة من قبل اللجنة الطبية في مجلس شئون الطلاب لرفض أو قبول الحالة المرضية واتخاذ القرار المناسب في شأن الإجازة المرضية.
- و على الطالب عند عودته مراجعة عيادة الجامعة ثم التوجه مباشرة إلى مكتب دعم الطلاب للإبلاغ عن ما فاته من تكليفات دراسية أثناء مرضه
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الغياب أثناء الامتحانات الدواعى مرضية

- يكون اعتماد الغياب في مثل هذه الحالات وفقا للوائح والقوانين المنظمة لذلك وفي حالات الطوارئ القصوى فقط و على الطالب المريض إبلاغ القطاع الطبي بالجامعة بمرضه قبل الامتحان أو في يوم الامتحان حتى يتسنى اتخاذ الإجراء المناسب وفقا للحالة.

- **والقطاع الطبي بالجامعة يرحب بأي استفسار من الطلبة.**

التعليمات الأمنية بجامعة مصر الدولية

بطاقة الهوية الجامعية (ID):

تعد بطاقة الهوية الجامعية وثيقة مهمة تحفظ للطلبة حقوقهم و للجامعة أمنها و سلامتها . لذا يجب على الطلاب مايلى :

- الحفاظ على البطاقة و الأهتمام بها مسؤولية شخصية لصاحبها لا يجوز له استخدامها فى غير الأغراض المخصصة لها أو إعارتها لأى شخص أخر من داخل الجامعة و خارجها .
- أن يحمل معة بصفة دائمة هويته الجامعية و يظهرها عند الطلب دون أى اعتراض.

أولا: الدخول و الخروج من البوابات:

1. مخصص باب لدخول الطلبة وباب لدخول الطالبات صباحا وبنهاية اليوم الدراسى الخروج من باب واحد.
2. إظهار الI.D الخاص بالطلبة عند الدخول ويتم إستخدامه فى الدخول من البوابة الألكترونية.
3. عدم إصطحاب أى أفراد من خارج الجامعة (أصدقاء-إخوة).
4. عدم ترك أى متعلقات شخصية على البوابات أو لدى أى شخص داخل الجامعة .
5. الألتزام بالدخول فى التوقيت المحدد ويبدأ من وصول أول حافلة للجامعة.
6. عند طلب دخول أى مشاريع هندسية أو أجهزة لابد من إخطار الكلية ومكتب الأمن بذلك.
7. لا تترك الI.D لأى فرد من خارج الجامعة.
8. دخول أولياء الأمور من الباب الرئيسى و ترك السيارات خارج الجامعة وغير مسموح لهم الدخول من باب الطلبة.

ثانيا: أماكن إنتظار السيارات:

1. توضع سيارات الطلبة فى الأماكن المخصصة للطلبة (مكان الأنتظار الموجود على الجانب الأخر "الشركة الوطنية" وإستخدام كوبرى المشاة) حتى إنتهاء توقيتات العمل الرسمية و لاتتواجد بجوار السيارة أو بداخلها أو الجلوس بداخلها.
2. لا تترك أى شئ بجوار السيارة و تأكد من غلقها قبل دخول الجامعة وعدم ترك متعلقات ثمينة داخلها.
3. لاتترك سيارتك بعد العلامات المحددة على الطريق حتى لا تتعرض للرفع أو المخالفة أو الحوادث.

4. الالتزام للتعليمات إدارة ساحة انتظار (مكان الأنتظار الموجود على الجانب الأخر "الشركة الوطنية" واستخدام كوبرى المشاة).
5. التنبيه على السائق الخاص بك بالأنتظار فى ساحة إنتظار السيارات.
6. فى حالة عطل السيارة يتم إبلاغ الأمن قبل مغادرة الجامعة و إخلائها قبل إنتهاء توقيتات العمل الرسمية.
7. لا يتم دخول ساحة الانتظار إلا بموجب ID الطالب شخصيا و الملصق الخاص بذلك ويتم إستلامه من الغرفة 003.
8. فى حالة السهر لطلبة كليات (الهندسة-الحاسب الآلى-الأعلام-إلخ.....) يتم تجميع السيارات بعد إنتهاء توقيتات العمل الرسمية أمام باب الطلبة.
9. فى حالة الأتصال بالسائق أمام باب الطلبة للأنصراف يتم قبلها بوقت قصير جدا.

ثالثا: الأتوبيسات:

1. الألتزام بركوب الحافلة فى المواعيد المحددة صباحا و مساءا.
2. لايسمح للطالب بركوب الحافلة إلا بI.D الأتوبيس.
3. التواجد قبل وصول الحافلة صباحا بوقت كافى والألتزام بخطوط السير المحددة من الجامعة.
4. الجلوس فى الأماكن المخصصة للطلبة لأن الصفوف الأولى مخصصة لأعضاء هيئة التدريس.
5. ممنوع التدخين و الأكل و الشرب داخل الحافلة.
6. عدم طلب تشغيل أى شرائط كاسيت.
7. الألتزام بالهدوء داخل الحافلة.
8. لاتتعامل مع السائق و تعامل مع المشرف فقط.
9. خطوط سير الحافلات فى أيام الأمتحانات مجمعة من ميادين عامة سيتم الإعلان عنها قبل الأمتحانات.
10. تأكد من وجود فرد الامن / المشرف عند استخدام الحافلة و مغادرة الجامعة.
11. لن يتم فتح أبواب الحافلة بعد التحرك لمغادرة الجامعة.

رابعا: المحاضرات:

1. الألتزام بميعاد المحاضرة.
2. الألتزام بالقواعد وتعليمات الأنتظام بالمحاضرة.
3. عدم التواجد بقاعات المحاضرات أو المعامل إلا فى وجود عضو هيئة التدريس.
4. لاتترك متعلقاتك الشخصية داخل المحاضرة أثناء فترات الراحة.
5. الألتزام بالهدوء فى الطرقات المحيطة بقاعات المحاضرات.
6. التأخير بسبب الحافلة سوف يتم الإعلان عنه فى حينه بعد مراجعة الأمن وفى التوقيت الأول للمحاضرات فقط.
7. ممنوع التدخين والأكل والشرب داخل قاعات المحاضرات.

خامسا: الأمتحانات :

1. التأكد من توقيتات الأمتحانات.
2. لايسمح للطالب بدخول لجنة الأمتحانات بعد مرور نصف ساعة على بدء الأمتحان.
3. يحظر خروج الطالب من قاعة الأمتحان قبل إنقضاء منتصف الوقت المقرر للامتحان وطبقا لما يقرره رئيس لجنة الأمتحان بحسب ظروف الحال.
4. التليفون المحمول و المذكرات غير مصرح بدخولها اللجنة.
5. الهدوء عند الدخول أو الخروج من اللجنة.
6. ممنوع كتابة أى معلومات على مكان جلوسك بلجنة الأمتحانات وكذلك الأدوات الكتابية (أله حاسبه -مسطره- الخ...).

سادسا: تعليمات عامة:

1. ممنوع التدخين فى طرقات الجامعة وفى الأماكن المغلقة والمبانى و الحمامات.
2. الطالب مسئول عن متعلقاته الشخصية (نقود-محمول-أدوات كتابية.....إلخ).
3. المفقودات التى يتم العثور عليها يتم تسليمها فى الغرفة (016) و للأستعلام والأستلام من نفس الغرفة.
4. ممنوع الجلوس على الأرض أو الأرصفة أو السلالم حفاظا على المظهر العام.

5. ممنوع إحضار أى حيوانات أليفة بالجامعة.

6. ممارسة الأنشطة الرياضية فى الأماكن المخصصة لها.

7. تجنب التعامل الغير لائق الذى يؤدى إلى التشاجر.

8. أى شكوى تكون عن طريق مكتب دعم الطلاب ال.SSO

9. ممنوع جمع التبرعات إلا بإذن من إدارة الجامعة.

10. يمنع تصوير أى طالب أو طالبة أو العاملين بالجامعة أو تداول صور خاصة بهم دون موافقتهم.

11. ممنوع لصق الإعلانات على الحوائط أو داخل لوحات الإعلانات وكذلك توزيع الدعوات لأى مناسبات أو لأغراض الدعاية و الأعلان إلا بإذن مسبق من مكتب العلاقات العامة (.PR)

12. ممنوع إحضار الألعاب الغير لائقة بالحرم الجامعى (الكوتشينة-الزهر-.....إلخ).

13. المسجد للصلاة فقط ولايسمح بمراجعة الدروس أو الأنتظار بالمسجد حتى تترك فرصة لزميلك للصلاة و لاتتم فى أماكن أخرى.

14. المحافظة على أثاث المبانى و المعامل و الملاعب والأجهزة و المعدات و المزروعات لأنها ملك لك وفى النهاية ستعود عليك ولمن بعدك.

15. لاتتواجد فى الأماكن الغير مسموح لك بالتواجد فيها مثل(محطة الكهرباء-خلف المبانى-مكاتب الموظفين).

16. ممنوع دخول مكاتب أعضاء هيئة التدريس إلا أثناء تواجدهم فيها.

17. ممنوع إحضار الأسلحة البيضاء-مسدسات الصوت-الألعاب النارية وماشابه ذلك.

18. الألتزام أثناء قيامك برحلة (علمية-ترفيهية)بتعليمات الجامعة و المرافقين.

19. ممنوع الدخول بمذكرات مصورة بكميات من خارج الجامعة لتوزيعها على الطلبة.

20. الألتزام أيام السهر بالأماكن المخصصة للسهر وعدم التجول داخل الجامعة ليلا.

21. أى طالب يقوم بالتحويل من كلية إلى أخرى داخل الجامعة يتم تسليم ID الكلية المحول منها إلى إدارة القبول و التسجيل.

22. ممنوع بيع تذاكر الحفلات التى تمنح للطلبة مجانا.

23. ممنوع الدعاية داخل الجامعة الا باذن مسبق من مكتب العلاقات العامة (.PR)

24.غير مسموح بإرتداء الشورت داخل الجامعة.

25.ممنوع منعا باتا الأعتصام و المظاهرات داخل الحرم الجامعى.

26.ممنوع أستخدام أسم أو شعار الجامعة إلا بعد الحصول على الأذن اللازم لذلك.

27.الأتزام بالملابس اللائقه للتواجد بالحرم الجامعى.

28.غير مسموح بالتشاجر أو التنمر بين الطلبه وفى حاله التعرض لأى مضايقه يتم التوجه لأقرب فرد أمن.