**Internal Regulation**

**For the bachelor degree in credit hours**

**First Edition**

**2016 / 2017**

**an introduction**

**In recent years, the world has seen tremendous and unprecedented developments in the field of communications and information technology. These developments have doubled the responsibility of the faculties of computers and information in preparing and qualifying students to graduate specialists who are able to deal with the revolution of communications and information.**

**Within the framework of the philosophy of Minia University, which aims to occupy a distinguished position within universities with advanced international classification through the development and modernization of its educational programs in order to reach international academic accreditation standards, the attempts of the Faculty of Computers and Information to develop the study system, Which allows for greater student participation, and opens the fields of choice for students in the study of courses according to their abilities and potentials and desires.**

**In this framework, the College seeks to implement the system of credit hours applicable in many local universities, regional and global large.**

**Development Goals**

**The development of the College Regulations within the framework of the credit hours system aims to achieve the following:**

**1. Building an advanced educational system adapted to the development and continuous modernization in the fields of computers and information.**

**2. Keeping up with the latest scientific trends in the fields of specialization of the college through the modernization of courses.**

**3. Provide more space for advanced practical training in line with the requirements of work in all state institutions.**

**4. Provide students with the freedom to choose the disciplines they wish to study in accordance with their interests and interests.**

**5. Providing the appropriate scientific climate for faculty members and researchers through new and advanced scientific disciplines.**

**6. Provide the opportunity for excellence and creativity for students and enable outstanding students to achieve their scientific ambitions.**

**College list**

**Article (1) Vision and mission of the college and its objectives**

**College Vision**

**The College seeks to achieve excellence in the fields of computers and information, thus making the College occupy a distinguished position at the local and regional levels.**

**College Message**

**The College is working on preparing a distinguished graduate capable of competing in the labor market in the fields of computers and information through advanced education that contributes to the enrichment of scientific research and community service.**

**verall strategic objectives:**

**• At the level of education and students**

**1) Preparation of students with high ability to compete in the fields of computers and information.**

**2) Preparing the student for collective and creative work and self and electronic learning.**

**3) Building a student for a professional and distinguished labor market.**

**4) Develop and improve methods and systems for continuous assessment of educational effectiveness.**

**• At the level of scientific research**

**1) Raising awareness among the college community of the importance of scientific research.**

**2) Strengthening and providing support for scientific publication in international journals and periodicals.**

**3) Motivate faculty members and their assistants to the presence of the college in the distinguished international scientific forums classified as Dulaya.**

**4) Create a scientific environment attractive to distinguished researchers to participate in letters, research and applied projects and joint.**

**• At the level of community service and environmental development**

**1) Participating in studying the problems of society and providing solutions.**

**2) Activate the role of the college to provide integrated consultations and expertise in the field of computers and information.**

**3) Spread awareness of the culture of computer and information technology in order to support the community.**

**4) We aim to reach an electronic community that trusts and relies on computers and information.**

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| **National Academic Reference Standards (NARS) For Computing and Information** |

**Table 1: Indicative curricula content by subject area [9]**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Subject Area** | **Tolerance %** | **%** |
| **A** | **Humanities, ethical and Social Sciences (Univ. Req.)** | **8-10** | **6.94 %** |
| **B** | **Mathematics and Basic Sciences** | **16-18** | **19.44 %** |
| **C** | **Basic Computing Sciences (institution req.)** | **26-28** | **29.17 %** |
| **D** | **Applied Computing Sciences (specialisation)** | **28-30** | **33.33 %** |
| **E** | **Training** | **3-5** | **3.47 %** |
| **F** | **Projects** | **3-5** | **4.17 %** |
| **Subtotal** | | **84-96** | **96.53 %** |
| **G** | **Optional (Institution character-identifying subjects)** | **4-16** | **3.47 %** |
| **Total** | | **100** | **100 %** |

**Article (2) Departments of the Faculty**

**The Faculty of Computers and Information comprises the following sections:**

**1. Department of Computer Science**

**Supervises the computer science program**

**2. Department of Information Systems**

**Supervises the information systems program**

**3. Information Technology Department**

**Supervises the IT program**

**Computer Science Department**

**It includes the following scientific fields: Computer programming and computer language concepts and their interpreters - Data structures - Analysis and design of algorithms - Computer operating systems - Computer structure and organization - Data encryption and computer security - Data compression - Software engineering - AI - Intelligent systems - Expert systems - Natural language processing - Multiple proxy systems - Knowledge base systems - Parallel processing and distributed systems - Network and cloud computing - Intelligent learning systems - Machine learning - Pattern recognition - Human interaction methods - Computer vision - Systems Cm Balhacb- testing and quality assurance software.**

**Department of Information Systems**

**It includes the following scientific areas: Analysis and design of information systems - Information systems development methodologies - Information systems architectures - Information storage and retrieval systems - Database systems - Information systems - Management information systems - GIS - Multimedia information systems - Distributed information systems - Information systems Information Technology - Knowledge Discovery in Database Systems - Object Oriented Database - Economics of Information Systems - Data Mining - Data Warehouses - Information Centers Management - Integrated Information Systems - Methodologies for Developing Knowledge Systems Information - Quality assurance of software and information systems - Applications of information systems in various fields - Network information systems - Electronic commerce.**

**Department of Information Technology**

**It includes the following scientific fields: Computer networks of all types - Information networks and applications - Communication technology - Internet technology - Information and network security - Information processing - Digital time management - Digital systems - Computer architecture - Microprocessors and applications - Integrated systems - Distributed and parallel computing systems - dynamic systems and robotics - e-learning and digital libraries - e-business.**

**Article (3) Degrees**

**Upon the recommendation of the Council of the Faculty of Computers and Information, Minia University is granted a bachelor's degree in computers and information in one of the following disciplines:**

**a. Computer Science.**

**B. Information Systems.**

**C. Information Technology.**

**ويتطلب Requires a bachelor's degree to pass the student successfully (144) credit hours include general requirements, requirements of the college in addition to the requirements of specialization and that the student passes the summer training and does not add the training grades for the cumulative total.**

**Article (4) Conditions of Admission to the College**

**يتم Students are selected to study at the College based on the rules established by the Office of the Coordination of Admission to universities among students with a high school or equivalent, having studied physics course and a course of sport (2).**

**Article (5) The study system**

1. **The study depends on the system of credit hours, and the credit hour is a unit of study to determine the weight of the course.**

**- For theoretical lectures:**

**One credit hour is allocated per lecture of one hour per week during the semester.**

**- For laboratory hours and applied training:**

**One credit hour is applied for each practical or training period of 2 to 3 hours per week during the semester.**

**B. A bachelor's degree requires a student to successfully pass 144 credit hours for at least eight semesters, divided into four levels of study, in addition to practical summer training in light of what is determined by the college council.**

**C. Levels of study Four students are referred to these levels with the following names:**

**• Level 1: The student is called "Freshman" before completing 36 credit hours.**

**• Level 2: The student is called "Sophomore" after completion of 36 credit hours.**

**• Level 3: The student is called "Junior" after completion of 72 credit hours.**

**• Level 4: The student is called "Senior" after completion of 108 credit hours.**

**Dr. The study in the first and second level is common to all disciplines, and the specialization starts at the third level.**

**e. Students will be notified of the various courses of study at the faculty and listed in the list during the period of progress of the college.**

**And. Students are allocated to specializations according to their wishes and according to the admission requirements specified by each department after their approval by the College Council.**

**Article (6) Teaching Language**

**Study in the Faculty of Computer and Information in English except for the courses of Humanities which may be in Arabic and according to the requirements of each course. The College Council may propose the establishment of a study group in other languages. The College may also establish open education programs after the approval of the competent councils.**

**Article (7) Summer Training**

**The summer internship is internal to the college at the first and second level. It is considered an activity for students and the development and upgrading of their level according to the required courses in the college and compulsory summer training after the third level. External training requires obtaining an approved certificate from the training companies. Each department prepares a summer training system during the summer vacation for three weeks on The minimum is carried out under the supervision of the faculty members and the student is transferred to the fourth level only after attending the summer training unless he submitted an excuse accepted by the College Council.**

**Article (8) Dates of study and graduation**

**The academic year is divided into two academic semesters as follows:**

**The first semester (fall) lasts 15 weeks and starts on a date determined by the University Council.**

**The second semester (spring semester) lasts 15 weeks and begins on a date determined by the university council.**

**There may be a summer according to the nature of the college study for 8 weeks and starts on a date determined by the College Council. Each semester will be followed by a two-week period of final examinations.**

**Graduation is at the end of each semester so the graduation roles will be:**

**Graduation at the end of the first semester (January or Fall).**

**Graduation at the end of the second semester (May or Spring).**

**Graduation at the end of the summer semester (September or summer).**

**Article 9 Registration, deletion and addition**

**a. At the beginning of each semester, the student records the courses he / she chooses, through the registration application form provided by the College and at the times determined by the College Council prior to the commencement of the study.**

**B. The College Council shall determine the minimum number of students required to be registered in the course and the conditions under which this course may be opened.**

**C. The minimum number of accredited hours for registration in each semester is 12 credit hours and a maximum of 18 credit hours. The College Council may authorize the drop off of the minimum and exceed the maximum number of credit hours for registration not exceeding or less than 3 credit hours per semester.**

**Dr. The number of hours available for registration per student depends on their cumulative average as follows:**

**Accumulative average (2) and above: The student registers the hours available to him according to the study plan of the college.**

**Cumulative rate between (5.1 and less than 2): Only 15 hours.**

**A cumulative rate between (1, and less than 5.1): it is allowed to register only 12 hours to raise its cumulative average.**

**معدل A cumulative average of less than (1): is not allowed to register more than 12 hours with an academic warning to raise the cumulative rate.**

**e. After completing the registration process, the student may delete or add one or more courses during a period determined by the College for deletion and addition, in coordination with the student's academic advisor and through a specific form provided by the faculty.**

**And. Students are allowed to study different courses and register at the higher levels based on passing the required courses as prerequisites for higher courses. The student is not enrolled in a higher course unless he succeeds in his requirements.**

**Article (10) Withdrawal from the decision**

**a. A student may after registration of courses chosen by to withdraw from a course or more during a specified period (8 weeks of classes mandatory and 4 weeks for the summer semester) announced by the College Board so that at least the number of hours registered to the student Minimum registration in one semester (12 credit hours) In This case is not considered a student failure in the courses that withdrew from it and is counted as a "withdrawn" only.**

**B. If the student withdraws from one or more courses after the specified period without a compulsory excuse accepted by the College Council, he shall be assessed a "deposit" in the courses from which he has withdrawn. If, however, he submits at least one month prior to the exam with a compulsive excuse accepted by the College Council, he shall be entitled to a "withdrawn" assessment.**

**Article (11) Academic Guidance**

**Academic Advisor: The Vice Dean for Education and Student Affairs, in consultation with the department heads of each student, appoints an academic advisor from among the faculty (after training as academic instructors).**

**يلتزم The academic advisor is committed to follow up the student's performance and help him choose courses in each semester.**

**لا The academic advisor may not ask for the student to return some of the courses he has succeeded in order to raise the average points for the student but he can add extra hours to graduate with a maximum of 9 credit hours in order to raise the cumulative average. The hours studied by the student (do not add to the denominator of the calculation of the cumulative average).**

**Article (12) Attendance and Absence**

**a. The study at the College of Computer and Information is not systematic and membership is not allowed. The process of monitoring students' attendance is subject to the rules and regulations determined by the college administration.**

**B. Entry to the final exam requires a minimum attendance of 75% of the lectures and practical and theoretical exercises in each course. If the percentage of the student's absence - without an acceptable excuse - exceeds 25% in a decision, the College Council shall have the right to deprive the student of the final examination after his warning. And gives a "zero" grade in the final test of the course. However, if the student submits an excuse acceptable to the college council, he will be awarded a "withdrawn" assessment in the course for which the excuse was given.**

**C. A student who misses the final exam for any course - without an acceptable excuse - gives a "zero" grade on that exam.**

**Dr. If the student submits a compulsory excuse accepted by the College Council not to attend the final exam for any course within two days of the exam, he / she will be awarded an "incomplete" assessment in this course provided he / she has at least 60% Enter final exams. In this case, the student who has an "incomplete" assessment is given the opportunity to take the final exam in the next semester offered by the course and with a maximum of one academic year since receiving an incomplete assessment. The total grade of the student is calculated on the basis of the grade obtained in the final exam in addition to the previous grade obtained in the quarterly work.**

**Article 13: Dropout**

**a. A student is considered off-school if he is not enrolled in a semester or has withdrawn from all semester courses without an acceptable excuse.**

**B. The College Council may agree to accept the student's excuse for two consecutive or three non-consecutive classes and more than that is presented to the University Council.**

**C. The student may apply to stop the enrollment in college according to the conditions and controls set by the university.**

**Article (14): The system of examinations**

**A. The maximum degree for each course consists of one theoretical hour is 50 degrees and 100 degrees for courses consisting of two theoretical hours and distributed as follows:**

**1. For the theoretical course**

**60 60% is allocated for the end of the semester exam, provided that the student obtains 30% of the final examination degree (at least), provided that he succeeds in the course.**

**20 20% for the mid-term exam.**

**10 10% for the periodic tests conducted by the professor of the subject periodically.**

**10 10% for oral tests.**

**2. For a course that contains practical applications, it is calculated as follows:**

**60 60% is allocated for the end of the semester exam, provided that the student obtains 30% of the final examination degree (at least), provided that he succeeds in the course.**

**10 10% for mid-term exam.**

**10 10% for the periodic tests conducted by the professor of the subject periodically.**

**10 10% for practical applications.**

**10 10% for oral tests.**

**B. The minimum level of success in the course is 50% of the final grade of the course.**

**C. The College Board shall determine the dates of the mid-term exams, the final exams and their announcement to students in a timely manner.**

**The project will be a two-semester study. The exam will be at the end of the second semester and the grades will be divided by 50% for the year's work, 50% for the oral examination (project discussion).**

**E. The exam time for each course is equal to the number of credit hours for the course according to the regulations.**

**And. Students are warned - academically - if their cumulative average in any semester reaches less than 2.0. If they can not raise their cumulative average in the following two quarters, a second warning is given. The College Council may grant the student an exceptional and final opportunity to raise his / her cumulative average. The cumulative rate shall be calculated in accordance with Article (15).**

**Article (15) Repayment and return**

**a. If the student fails in a course, he / she must re-study and take the exam again. If he succeeds in the course after his re-examination, he is counted as the highest acceptable grade. The student may not enroll in a subject in which he has already succeeded.**

**Article (16) Place the student under the academic observation and his dismissal from the college**

**If the student is in any semester - except for the semester after joining the college on a cumulative average less than (2.00) it is placed under academic observation during the next semester.**

**The student under academic observation must raise his / her cumulative average to at least 2.0 in a maximum of four consecutive semesters (without summer semester) and send a warning to remind him of the last semester if he completes three semesters without reaching the required level.**

**لا A student under academic observation is not allowed to register for more than 12 credit hours during the semester, with the exception of the graduation semester, allowing the student to add one course if sufficient to graduate.**

**لا This article does not apply to the summer semester, if any.**

**The student is dismissed from the college if his cumulative average is less than 2 for four consecutive terms, except for the restricted student at the last level of his / her academic program, as determined by the Supreme Council of Universities.**

**Article 17 Warning**

**A warning is issued to the student in the event that the percentage of his absence in the course reaches 20% by means of a statement announced by the faculty. If the percentage exceeds 25%, it is decided to deprive the student from entering the exam.**

**Article 18: Regulatory provisions**

**a. Each department prepares a complete description of the contents of the courses it is teaching, and after being approved by the College Council, these contents become binding on faculty members who teach these courses.**

**B. The Council of the College may, on the proposal of the competent department councils, amend the registration requirements, decisions and the scientific content of any course of study by a percentage not exceeding 10% annually.**

**T. The Committee for Education and Student Affairs at the College shall follow up the students periodically through coordination with the academic advisor, and shall give each student a statement of his or her academic status if his level of decline appears. The College Council adopts these follow-up levels and establishes the controls through which the student's status can be monitored and improved.**

**W. The College Council may organize training courses or refresher studies in subjects within the competence of the various departments.**

**C. The College Council may approve the opening of a summer semester in some courses upon the proposal of the scientific departments and in accordance with the possibilities and conditions of the college, provided that the student is not enrolled in more than 9 credit hours.**

**H. The Council of the University may, on the proposal of the College Council, collect educational services from students studying in the summer semester. The Council of the University may also pay special bonuses on the proposal of the College Council to faculty members and their assistants who teach in this chapter.**

**Article (19) Application of the Regulations and their amendments**

**a. The provisions of these Regulations shall apply to new students at the beginning of the academic year following their adoption.**

**B. Students of other teams apply the rules of the regulations that were accepted to them until graduation.**

**T. The College Council may make additions, deletions, amendments or omission of one or more programs in this Regulation. Therefore, after taking the opinion of the scientific councils and with the aim of developing the educational process,**

**Article (21) Application of the Law of Organizing Universities and its Executive Regulations**

**The provisions of the Law on the Organization of Universities and its Executive Regulations shall be applied in the absence of any provision in these Regulations.**

**Article (22) Courses**

**To obtain a bachelor's degree in computers and information in one of the specializations of the college, a study of 144 credit hours distributed as follows and at least a cumulative average of 2.0:**

**a. General Requirements (15) credit hours:**

**((10) hours compulsory**

**((5) hours chosen by the student from elective courses**

**B. College Requirements (70) credit hours:**

**((58) hours compulsory**

**((12) hours chosen by the student from elective courses**

**C. Major Specialization Requirements (48) Credit Hours:**

**((24) hours compulsory**

**((24) hours chosen by the student from elective courses**

**Dr. Project requirements and training (11) credit hour**