



The Regulations of English Language Study Programs

Introduction

The provisions of these regulations shall organize the manner of supervision on student's acceptance, study programs, exams, financial and administrative affairs in English section at the Faculty of Commerce–Kafrelsheikh University in accordance with the provisions of Article No. (307) of the Executive Regulations of the Law of Organizing Universities No. 49 of 1972.

The objectives of the study programs in English section are as follows:

- 1- Assisting the Faculty of Commerce to carry out its mission in the field of student education.
- 2- Preparing qualified graduates to work in areas requiring the use of English language in financial, commercial and managerial transactions.
- 3- Conducting scientific researches aimed at solving the objective problems.
- 4- Reinforcing the cultural and scientific connections between the college and the corresponding colleges at home and abroad.
- 5- Improving the cultural awareness of graduates and seeking to create a conscious generation as considered a national goal of the country.

Chapter One

Supervision

Article No. (1): Supervision Committee:

The Supervision Committee of the study programs in English section consists of:
- Professor / Dean of the College (Chairman) and the membership of each of the following:

- College agents.
- The heads of the scientific departments.
- Academic coordinator of the study programs in English section (reporter).
- Secretary of the College.
- Head of Student Affairs.
- The supervision Committee is composed by the President of the University after the approval of the College Council. The period of the Committee membership is two years and may be renewable.
- The period of committee membership shall be terminated by the end of work of the member for the position he occupies. The Supervision committee may consider dropping the membership if the member is absent for three consecutive sessions without an acceptable excuse or if he/she violates the obligations and the working system of the group.
- The decisions of supervision Committee are submitted to the Professor / President of the University after the approval of College Council. These decisions are considered valid if they are not rejected within a week from the date of their notification to the office of the Professor / President of the University.

The committee tasks are presented as follows:

1. Suggesting the number of students, dates, and acceptance conditions to the programs.
2. Suggesting the fees for educational services.
3. Studying students' excuses for attending the class and deciding on them.

4. Suggesting system and rules for the disbursement of bonuses and incentives.
5. Suggesting the academic coordinator for the study programs in the college council, where he/she should be a staff member of the faculty who are teaching in the English group programs.
6. Suggesting the formation of the administrative apparatus for the programs and proposing their rewards and incentives.
7. Follow up the study programs on a regular basis.
8. Approving the estimated annual budget for the programs.
9. Discussing the final accounts and the financial position of the programs at the end of each fiscal year and submit observations thereon to the College Council.
10. Suggesting rules and procedures that ensure the effective cooperation with other bodies to select experts from inside or outside the university to carry out some necessary activities for the development of work.

Article No. (2):

The head of the supervisory committee is responsible for the general supervision on English academic programs to achieve their goals in accordance with the stated laws and regulations. He is also responsible for managing programs in the light of the public policy specified by the supervision committee. Other responsibilities include the following:

- 1- Inviting the supervision committee for holding meetings.
- 2-Making decisions regarding the executive rules for issuing all types of bonuses and approving the granting of production incentives after the approval of the supervision committee, in accordance with the provisions of the laws and regulations governing them.
- 3- Communicating with the external personnel and the various units in the university about study programs and the representation of study in english programs in front of others.

4- Approving contracts and agreements with individuals, companies, bodies and local and foreign organizations in fields related to the program activities after the supervision committee approval.

Article No. (3):

The staff members who teach academic programs in English section must have a PhD degree from an English speaking country or had a joint supervision mission or scientific mission for at least one year from an English speaking country.

Article No. (4):Academic coordinator Duties

- 1- Follow up the implementation of the supervision committee decisions related to academic work.
- 2- Suggesting, with the heads of the scientific departments, the textbooks and their manuals.
- 3- Supervising the preparation of modules content lists as determined by relevant scientific departments.
- 4- Supervising the preparation of study schedules of academic programs and follow up their execution.
- 5- Follow up the exams and preparation of final marks for students.
- 6- Preparing of performance reports at the end of each semester and submit it to the supervisory committee.
- 7- Follow up with students and working on solving any scientific problem they may face.

Article No. (5): Supervision committee meetings

The supervisory committee meets at least once every month in response to an invitation from head of the committee or a request from at least two-third of the committee members. In case of the absence of the head of the committee, the vice dean for education and student affairs leads the session. However, the meeting is

not valid unless the majority of members are present to make decisions and in the case of equal votes, the side in which the head of the committee belongs to shall overweigh the other. The academic coordinator records meetings in a report that is signed by the head of the committee.

Chapter Two

Admission, study and exams System

Article No. (6):Admission

The number of students that is accepted every year is decided by the college council based on a suggestion from the supervisory committee who select them from new students in the first year of the college on the same year (through coordination office or through transferring if the student has the degree that meets the college requirements)

This is according to the following conditions:

- 1- Student must have at least 80% in English in the Egyptian or Arabic high school, while language school students can be accepted with a lower percentage in English according to supervision committee decision after approval from the college council.
- 2- Student must have at least (B) degree among students in English high school or other foreign certificates.

To select the required number of students, the comparison among the applicants for programs who satisfy these conditions is conducted based on the weighted average of total mark, the English mark (First and Second language) and advanced English mark.

A decision from the supervisory committee is made regarding the procedures, conditions and dates of the acceptance and the accepted students are divided into groups according to the alphabetic order.

Article No. (7): Educational services fees

In addition to the service fees paid by students, the committee proposes annual educational service fees on programs that can be reviewed annually.

A decision from the dean of the university is made regarding the cost of the educational services based on the proposition of the college council and exempting students with outstanding performance from a part of this cost from second to fourth year according to the following system.

A. students who get distinction in the previous year take an exemption of 50%

B. students who get very good in the previous year take an exemption of 25%

Article No. (8): Textbooks

The boards of departments decide the textbooks and the head of these boards inform the academic coordinator with the textbook list that should be available before the beginning of the academic semester by at least a period of three months. Students pay for both textbooks and other educational services fees in the same way and dates for payment.

Article No. (9): The Courses' Syllabus List

The boards of departments are responsible for assigning the syllabus for each course, the studied chapters as well as the applications and case studies assigned to students. The academic coordinator should be notified by all of these at least two weeks before the start of the semester.

Article No. (10): Students' Attendance Follow Up

Studying in these programs is disciplined and sitting for the final examination is tied with attending at least 75% of the courses' lectures. Cases of students who do not fulfill such criterion are being scrutinized by a supervisory committee in order to take a decision about them.

Article No. (11): Coursework Grades

30% of the final Exam is allocated for the coursework and the college's board decides on the criteria of grading the coursework based on the suggestions of the programs' supervision committee. Moreover, the lists of grading the coursework should be submitted to the academic coordinator two-weeks before the end of each semester.

Article No. (12): Examinations' Processes

1. The Departments' boards specialize in constituting the committees that create exams' questions and they also notify the academic coordinator with it.
2. The Academic coordinator receives the exams' questions from the teaching staff.
3. A special control room is constituted for programs, which is responsible for all the work related to preparing and announcing the students' results.

Article No. (13): Final Examinations' Absences

Students' excuses are being considered according to the faculty's followed rules of non-attendance.

Chapter Three

Financial Affairs

Article No. (14)

The English-Language-studying programs' fund has a fiscal year that starts on the first of July and ends on June every year. The Financial statements are prepared on a yearly basis.

Article No. (15): Revenues

Programs' revenues consist of the following items:

- 1- Applications' fees.
- 2- Costs of educational services.
- 3- Interests on deposits.
- 4- Donations that are accepted by the college's board toward various educational programs.
- 5- Other revenues for Educational Programs.

Article No. (16): Expenses

- 1- Teaching and grading bonuses.
- 2- Examinations' Bonuses. (According to the same procedures applied to regular attendees).
- 3- Supervision bonuses and meetings' remunerations.
- 4- Costs of purchasing references.
- 5- Administrative Expenses.
- 6- Bonuses to programs' administrators.
- 7- Appliances, tools, and tasks purchases necessary to programs.
- 8- Programs' constructions and facilities costs.
- 9- Other rewards for specific programs' endeavors.
- 10- Overtime for employees.

Article No. (17): Books and Records

The Generally accepted financial accounting principles are being applied in recording financial transactions. In addition, the proper books are being kept in order to simultaneously record transactions in synchronize with appropriate documentations.

Article No. (18): Signing Checks

The programs' fund has a specific account in the Central bank of Egypt (The Unified treasury account). Withdrawals from this account are being made through checks signed by both the faculty's dean or his delegate "first signature" and Ministry of finance representative "second signature" and the withdrawal documents should be approved by the financial administrator.

Article (19): Persistent and temporary advances

A permanent salary of 500 LE shall be deposited in the custody of the financial officer To spend them on petty cash Permanent advances are replaced by check after submission of documents The Dean of the College may authorize an advance payment not exceeding 2000 LE In cases where it is not possible to pay in the normal way To be settled within a period not exceeding two months from the date of disbursement Permanent and temporary advances are settled at the end of the financial year and the remaining amounts are stated at that date .

Article (20): Purchases

Applying the general rules stipulated in the specialized governmental regulations.

Article (21): Rewards of Teaching and correction of examinations

- The remuneration of faculty members shall be determined by a decision of the Dean of the College upon the proposal of the Supervisory Committee after being approved by the College Council.

- The monthly remuneration of the Chairman of the Supervisory Committee and the Academic Coordinator shall be determined based on the decision of the College Council at a minimum of 100% of the basic salary.
- The remuneration of the employees and the programmers is determined by a decision of the Dean of the College upon the proposal of the Academic Coordinator after being subject to the Supervisory Committee.
- The Supervisory Committee may consider the prescribed remuneration and propose its amendment and submit the matter to the College Council for consideration.

Article (22):General Provisions/regulations

Act No. 49 of 1927 concerning the organization of universities, its executive regulations and its amendments and Law No. 127 of 1981 on Government Accountability, Executive Regulations and the List of Government Stores and its amendments and Law No. 89 of 1998 regarding the organization of tenders and auctions, its executive regulations and the financial regulations for the budget and accounts and its amendmentsAs well as stamp and sales tax laws and other laws and regulations in force in the universities and the internal regulations of the college and other relevant regulations, in addition to which there is no special text in this regulation.