



Student Guide 2025/2026



Welcome

It is our pleasure to welcome you to Future University in Egypt, a leading university that constantly strives to instill the values of science, knowledge, and creativity, and to provide an outstanding educational environment that keeps pace with global developments and meets the needs of the labor market locally, regionally, and internationally.

This guide is your compass and companion. It's designed to help you navigate your university life, introducing you to the rules, regulations, and a wide range of academic and administrative services and student activities.

Inside, you'll find essential information and guidance to help you quickly integrate into university life and make the most of every opportunity.

Future University in Egypt believes the student is at the heart of the educational process. That's why we're committed to providing every possible opportunity for our students to develop their knowledge, refine their skills, and cultivate the innovative, leadership-driven personalities that will empower them to build our nation and contribute to the progress of our society.

We wish all our students' success and fulfillment in their academic and professional journey at the university. We hope this guide serves as a valuable companion throughout your years of study.

With our sincerest best wishes for a promising and bright future,

Future University in Egypt.

Table of Contents

1. Introduction to Future University in Egypt.....	7
1.1. Vision, Mission, Objectives, and Core Values.....	7
1.1.1. The Vision of Future University in Egypt	7
1.1.2. The Mission of Future University in Egypt.....	8
1.1.3. FUE Core Values	8
1.1.4. FUE Objectives	8
.1.2 International Academic Cooperation and Partnerships	9
1.2.1. International Partnerships of the Faculties	10
.1.2.2 Importance of International Cooperation and Partnerships for Students	10
.1.3 FUE Achievements	10
.1.4 FUE Map	13
2. Faculties and Academic Programs.....	15
2.1. Academic Programs at FUE	15
.2.1.1 Faculty of Oral and Dental Medicine Programs	15
2.1.2. Faculty of Pharmacy Programs	17
2.1.3. Faculty of Engineering and Technology Programs.....	18
2.1.4. Faculty of Computers and Information Technology Programs.....	18
2.1.5. Faculty of Economics and Political Science Programs	19
2.1.6. Faculty of Commerce and Business Administration Programs.....	19
3. Study System - Future University in Egypt	21
3.1. Credit Hour System.....	21
3.2. Academic Semesters	21
3.3. Minimum and Maximum Credit Hours	21
3.4. Semester Grade Point Average (GPA)	22
3.5. Cumulative Grade Point Average (CGPA)	23
3.6. Importance of the Cumulative GPA	23
3.7Academic Advising and Course Registration Policies.....	23
3.7.1. Objectives of Academic Advising.....	24
3.7.2. Academic Advising Mechanisms	24
3.7.3. Course Registration	24

.3.7.4 Student Responsibilities During Registration	25
.3.8 Attendance Policy	25
.3.8.1 Requirements for Final Exam Eligibility	25
3.8.2. Absence from the Final Exam	26
3.8.3. Incomplete Grade Procedures.....	26
.3.9 Student Assessment Policy	27
3.9.1. Objectives of Student Assessment.....	27
3.9.2. Types of Student Assessment.....	27
3.9.3. Marks Distribution	27
3.9.4. Assessment Procedures	28
3.9.5. Grade Appeals	28
3.9.6. Academic Warnings	28
3.9.7. Academic Support, Advising, and Office Hours.....	28
.3.10 Student Examination Regulations.....	29
.3.10.1 Examination Hall Entry Regulations	29
3.10.2. Cheating or Examination Misconduct Reports	29
4. General Policies and Procedures at FUE	32
4.1. Admission Policy at FUE	32
.4.1.1 General Framework of Admission Policies.....	32
.4.1.2 FUE Application Procedures.....	33
4.1.3. Final Admission Procedures.....	34
4.1.4. General Documents Required for Application	34
.4.1.5 General Admission Rules	35
.4.1.6 Applicant Selection Criteria.....	36
4.1.7. Transfer from Other Universities	36
4.1.8. General Admission Instructions	36
.4.1.9 Rules for Enrollment Suspension and Re-enrollment.....	36
4.2. Student Support and Services Policy	37
4.2.1. International Student Support.....	37
4.2.2. Student Life and Activities	37
4.2.3. University Accommodation and Living Services.....	37

4.2.4. Medical Support at FUE.....	38
.4.2.5 Library	38
.4.2.6 Transportation Services.....	39
4.3. Computer, Information Technology, and Internet Usage Policy	40
4.3.1. Policy Objectives	40
4.3.2. Policy Scope	41
4.3.3. Acceptable Use Procedures.....	41
4.3.4. Prohibited Actions and Unacceptable Behavior	42
4.3.5. Penalties for Violations	42
5. Student Rights and Responsibilities.....	44
5.1. Student Conduct	44
5.1.1. Expected Student Behaviors	44
5.1.2. Prohibited Behaviors	45
5.1.3. Procedures for Handling Violations	45
.5.2 Complaints and Grievance System	46
.5.2.1 Channels for Submitting Complaints.....	46
.5.2.2 Procedures for Handling Complaints and Grievances	46
.5.2.3 Student Appeals Regarding Exam Results	46
5.3. Student Rights.....	47
5.4. Student Responsibilities	48
6. Grading System for Faculties	50
7. Online Communication Platforms	54
7.1. Moodle Platform	54
7.2. Student Portal	55
7.3. University Email	56
7.4. Zoom Platform for Virtual Lectures	57
7.5. Technical Support	57

Introduction To Future University in Egypt

1. Introduction to Future University in Egypt

Future University in Egypt (FUE) is one of the country's leading private universities. Established in 2006 and located in the heart of New Cairo, FUE is dedicated to providing high-quality education that meets global standards. The university combines academic excellence with practical application, preparing graduates who are well-equipped to compete in local, regional, and international job markets.

The university offers a modern educational environment that integrates innovation, technology, and knowledge. FUE places a strong emphasis on scientific research, sustainable development, and community service. It achieves this through a range of accredited faculties and academic programs designed to meet the evolving needs of the job market.

Future University in Egypt (FUE) also stands out through its strategic partnerships with prestigious international universities and institutions. These collaborations provide students with global experiences, offering unique academic exchange programs and exceptional training opportunities both inside and outside of Egypt.

With its advanced infrastructure, distinguished faculty, and up-to-date curricula, FUE continues to realize its vision of being a beacon of academic and research excellence on a local, regional, and international scale.

1.1. Vision, Mission, Objectives, and Core Values

Future University in Egypt (FUE) operates on the firm belief that education is the true key to shaping the future. Our ultimate goal is to build individuals who are capable of critical thinking, creativity, and active participation in developing their communities.

From this conviction, FUE has established its vision and mission as a clear roadmap. This guides our strategic direction and focuses our academic and administrative efforts to keep pace with rapid changes at the local, regional, and international levels.

FUE's vision and mission reflect our ambition to be a leading educational institution that offers high-quality education. We aim to enhance our students' academic and professional abilities and prepare them to be leaders of change and creators of the future in various fields. We are committed to upholding the authentic values of Egyptian society while embracing a global outlook.

1.1.1. The Vision of Future University in Egypt

"Future University aspires to be a leading model of excellence in education, scientific research, and community service, achieving local and regional prominence with international recognition."

1.1.2. The Mission of Future University in Egypt

"Future University is committed to delivering a world-class educational service that prepares graduates with the scientific and innovative competencies needed to meet the demands of the evolving job market. We strive to provide an environment that fosters scientific research, contributes to sustainable development and technological advancement, and instills professional values and ethics."

1.1.3. FUE Core Values

Core values represent the reference framework for all of the university's academic, administrative, and community activities. These values are the cornerstone in building a university student's personality capable of facing present challenges and shaping a better future for their nation and society. Future University in Egypt believes that adhering to these values guarantees sustainable excellence and enhances the university's standing as a leading academic institution that keeps pace with development and takes pride in its national and human identity.

Core Values

- | | |
|-----------------------------|--------------------------------------|
| • Academic Freedom | • Teamwork spirit |
| • Quality and Governance | • Credibility and Scientific Honesty |
| • Self-Management | • Justice and Non-Discrimination |
| • Belonging and Loyalty | • Social Responsibility |
| • Retention of Competencies | |
| • Accountability | |
| • Leadership and Innovation | |

1.1.4. FUE Objectives

FUE's objectives are not limited to providing distinguished academic education; they also extend to building the student's integrated personality, fostering human values, and instilling a spirit of belonging and social responsibility. This is alongside supporting scientific research, encouraging entrepreneurship, and building effective partnerships with local, regional, and international community institutions.

Objectives

- Diversity and excellence in all academic programs across the university's faculties.
- Empowering students and graduates to acquire professional, innovative, and life skills.
- Excellence in the support and quality services provided to students and graduates.
- Sustaining local accreditation and obtaining regional and international accreditation.
- Achieving advanced rankings locally, regionally, and globally in international classifications.
- Increasing funding for scientific research activities and enhancing the efficiency of research resources and capabilities.
- Developing the scientific research system and policies and completing postgraduate programs in all university faculties.
- Enhancing the university's standing in innovation, patents, and knowledge and technology production.
- Supporting Research Ethics Systems and protecting intellectual property rights within the university and its faculties.
- Strengthening Interaction between the University and the Local Community and its institutions to develop various activities and serve sustainable development goals.
- Internationalizing the university's activities and services.
- Developing the university's infrastructure and learning resources to align with local and international benchmarks.
- Digital transformation in the university's activities, systems, processes, data management, and the development of its work systems.
- Strengthening a management system based on quality and institutional governance.
- Developing human capital and ensuring the excellence and efficiency of the university's human resources according to best practices and expertise.

1.2. International Academic Cooperation and Partnerships

In line with the university's vision for leadership and excellence, Future University in Egypt places significant emphasis on building and developing strategic international partnerships with prestigious academic institutions around the world. This approach aims to provide a global educational environment that enables students and faculty members to engage with diverse learning experiences and participate in academic, training, and research programs of an international nature.

This international cooperation reflects FUE's commitment to delivering high-quality education in accordance with the highest global standards. This contributes to preparing graduates who are capable of competing internationally and are equipped with the knowledge and skills necessary to interact with a rapidly changing world.

1.2.1. International Partnerships of the Faculties

Faculty	University	Country
Faculty of Oral and Dental Medicine	Case Western Reserve University	USA
Faculty of Pharmacy	University College Cork	Ireland
Faculty of Engineering and Technology	University of Cincinnati	USA
Faculty of Engineering and Technology (Petroleum Program)	Missouri University of Science and Technology	USA
Faculty of Computers and Information Technology	University of Cincinnati	USA
Faculty of Economics and Political Science	University of Cincinnati	USA
Faculty of Commerce and Business Administration	University of Cincinnati	USA

1.2.2. Importance of International Cooperation and Partnerships for Students

These partnerships offer international opportunities through joint programs, student and faculty exchange programs, and continuous curriculum development. They enable students to study for one or two semesters at these partner universities. Students also have the opportunity to join the summer training programs offered by these universities. Upon graduation, they will receive authenticated certificates from both Future University in Egypt and the respective partner universities.

1.3.FUE Achievements

Since its inception, FUE has set a clear goal for itself: to be a beacon of knowledge, excellence, and innovation both locally and internationally. This ambitious vision has led to a series of tangible achievements across various academic, research, and community fields.

The following is a documentation of the university's journey, filled with successes, and highlight the most significant milestones it has reached in recent years. These accomplishments reflect FUE's commitment to raising the quality of education, enhancing scientific research, and actively contributing to community service and the realization of sustainable development goals.

- **Local Accreditations for Education Quality**
 - The only university in Egypt where all faculties have been accredited by the National Authority for Quality Assurance and Accreditation (NAQAAE).
 - The second Egyptian university and the only private university to obtain institutional accreditation from NAQAAE.

- **International Accreditations for Education Quality**

- The Faculty of Pharmacy has received accreditation for all its programs from the Accreditation Council for Pharmacy Education (ACPE) in the USA.
- The Faculty of Computers and Information Technology's programs have received accreditation from the Accreditation Board for Engineering and Technology (ABET) in the USA.

“These accreditations confirm the quality of the educational process, the competence of faculty members and teaching assistants, and graduates, as well as the adequacy of resources available for education and scientific research, the diversity of student activities and services, community service, and the university's commitment to a continuous development approach.”

- **World University Rankings**

FUE has achieved advanced positions among local, regional, and international universities in several global rankings. This affirms FUE's status as a world-class university offering distinguished educational services and world-class scientific research, highlighting the competence of its faculty members and teaching assistants. **For example, but not limited to:**

1. **QS World University Ranking 2025**

- Globally: 901-950
- Arab Region: 50
- Egypt: 5
- Private Universities in Egypt: 1

2. **Times Higher Education World University Ranking 2025**

- Globally: 601-800
- Arab Region: 91-100
- Egypt: 2
- Private Universities in Egypt: 1

3. **Faculty Members:** FUE faculty members appeared on the list of the top 2% of scientists worldwide, according to the Stanford University ranking.

4. **Graduate Employment Rate:** FUE currently ranks 272nd globally in the QS World University Rankings for reputation of its graduates among employers, with a graduate employment rate reaching 99% within 7 to 11 months of graduation (QS World University Ranking 2025 report).

- **International University Ranking by Quacquarelli Symonds (QS)**

FUE has been awarded a 5-star rating (the highest institutional rating) by QS, a British organization. This achievement underscores the university's commitment to academic and research excellence, enhancing its leadership not only locally but also regionally and globally.

1.4.FUE Map



FUE MAP

- Building A: Faculty of Engineering & Technology
- Building B: Faculty of Computers & Information Technology
- Building C: Faculty of Commerce & Business Administration
- Building D: Faculty of Pharmacy
- Building E: Faculty of Economics & Political Science
- Building F: Dental Hospital
- Building G: Pharmaceutical Research & Development Center
- Building H: Faculty of Oral & Dental Medicine
- Building H: Food Court

Faculties and Academic Programs

2. Faculties and Academic Programs

FUE comprises a distinguished group of academic faculties whose educational programs are designed to meet the latest international standards in various specialized fields. These faculties aim to equip graduates with the scientific and practical skills that qualify them for the local, regional, and international labor market.

FUE comprises six faculties across the Medical Sector, Engineering and Technology Sector, and Business and Economics Sector, as follows:

Medical Sector	<ul style="list-style-type: none">• Faculty of Oral and Dental Medicine• Faculty of Pharmacy
Engineering and Technology Sector	<ul style="list-style-type: none">• Faculty of Engineering and Technology• Faculty of Computers and Information Technology
Business and Economics Sector	<ul style="list-style-type: none">• Faculty of Economics and Political Science• Faculty of Commerce and Business Administration

2.1. Academic Programs at FUE

Each of the university's faculties offers a range of distinguished academic programs (majors) designed to prepare outstanding graduates who can meet the demands of the local, regional, and international labor markets.

2.1.1. Faculty of Oral and Dental Medicine Programs

Undergraduate Programs	Postgraduate Programs
<ul style="list-style-type: none">○ Bachelor of Dental Surgery (BDS)<ul style="list-style-type: none">- Program Duration: 5 years + 1 year internship- Total Credit Hours: 185 credit hours	<ul style="list-style-type: none">• Master's Programs:<ul style="list-style-type: none">○ Prosthodontics 3 years, 92 credit hours + 18 credit hours for thesis + 6 credit hours of compulsory/elective courses○ Aesthetic and Restorative Dentistry 3 years, 80 credit hours + 16 credit hours for thesis + 6 credit hours of compulsory/elective courses○ Endodontics 3 years, 84 credit hours + 18 credit hours for thesis + 6 credit hours of compulsory/elective courses○ Oral and Maxillofacial Surgery 3 years, 95 credit hours + 19 credit hours for thesis + 6 credit hours of compulsory/elective courses○ Orthodontics

3 years, 81 credit hours + 15 credit hours for thesis + 6 credit hours of compulsory/elective courses

- Pediatric Dentistry

3 years, 80 credit hours + 16 credit hours for thesis + 6 credit hours of compulsory/elective courses

- Periodontology

3 years, 80 credit hours + 16 credit hours for thesis + 6 credit hours of compulsory/elective courses

- Oral Health and Preventive Dentistry

2 years, 47 credit hours + 9 credit hours for thesis + 6 credit hours of compulsory/elective courses

- Dental Biomaterials

2 years, 44 credit hours + 9 credit hours for thesis + 6 credit hours of compulsory/elective courses

- Oral Medicine

3 years, 78 credit hours + 16 credit hours for thesis + 6 credit hours of compulsory/elective courses

- **Doctoral Programs**

- Orthodontics

3 years, 86 credit hours + 42 credit hours for dissertation

- Oral and Maxillofacial Surgery

3 years, 82 credit hours + 42 credit hours for dissertation

2.1.2. Faculty of Pharmacy Programs

Undergraduate Programs	Postgraduate Programs
<ul style="list-style-type: none"> ○ Pharmacy (Pharm D): <ul style="list-style-type: none"> - Program Duration: 5 academic years + 1 internship year - Total Credit Hours: 181 credit hours ○ Pharmacy (Pharm D – Clinical Pharmacy): <ul style="list-style-type: none"> - Program Duration: 5 academic years + 1 internship year - Total Credit Hours: 181 credit hours 	<ul style="list-style-type: none"> ● Postgraduate Diploma: Minimum Study Duration: 1 year Total credit hours: 28 credit hours <ul style="list-style-type: none"> ○ Pharmacovigilance ● Master's Programs: Study duration: 2 years, 18 credit hours + 30 credit hours for thesis <ul style="list-style-type: none"> ○ Medicinal Chemistry ○ Pharmaceutical Analytical Chemistry ○ Pharmaceutics and Pharmaceutical Technology ○ Pharmacology and Toxicology ○ Biochemistry ○ Pharmacognosy ○ Microbiology and Immunology ○ Pharmacy Practice and Clinical Pharmacy ● Doctoral Programs <ul style="list-style-type: none"> ○ Pharmaceutical Sciences in Pharmaceutics and Pharmaceutical Technology Study duration: 3 years, 60 credit hours for dissertation + 12 credit hours for seminars, scientific conferences, and research project

2.1.3. Faculty of Engineering and Technology Programs

Undergraduate Programs	Postgraduate Programs
<p>All of the following programs are 5 years in duration, with a total of 164 credit hours:</p> <ul style="list-style-type: none"> ○ Mechatronics Engineering ○ Mechanical Power Engineering ○ Computer and Intelligent Systems Engineering ○ Computer and Communication Engineering ○ Electrical Power Engineering ○ Biomedical Engineering ○ Architectural Engineering ○ Interior Architecture ○ Structural Engineering and Construction Management ○ Petroleum Engineering 	<ul style="list-style-type: none"> • Postgraduate Diploma: Minimum Study Duration: 2 years, with a total of 30 credit hours. <ul style="list-style-type: none"> ○ Communication Engineering Technology (Data Transmission) ○ Electrical Power Engineering ○ Mechatronics Engineering ○ Structural Engineering and Construction Management • Professional Master's Programs: Maximum Study Duration: 4 years, with a total of 36 credit hours. <ul style="list-style-type: none"> ○ Broadband Electronics and Communications Engineering ○ Mechatronics Engineering ○ Structural Engineering and Construction Management • Master of Science in Engineering Programs: Maximum Study Duration: 4 years, with a total of 36 credit hours. <ul style="list-style-type: none"> ○ Mechatronics Engineering ○ Structural Engineering and Construction Management ○ Electrical Power Engineering ○ Broadband Electronics and Communications Engineering

2.1.4. Faculty of Computers and Information Technology Programs

Undergraduate Programs	Postgraduate Programs
<p>All of the following programs are 3-4 years in duration, with a total of 132 credit hours</p> <ul style="list-style-type: none"> ○ Artificial Intelligence ○ Cybersecurity ○ Data Science ○ Computer Science ○ Information Systems ○ Digital Media Technology 	<ul style="list-style-type: none"> • Master's Programs Study Duration: 2 years, 24 credit hours + 12 hours for the thesis. <ul style="list-style-type: none"> ○ Computer Science ○ Information Systems

2.1.5. Faculty of Economics and Political Science Programs

Undergraduate Programs

All the following programs are 3-4 years in duration, with a total of 141 credit hours.

- Political Media
- Economics
- Public Administration
- Political Science

2.1.6. Faculty of Commerce and Business Administration Programs

Undergraduate Programs	Postgraduate Programs
All of the following programs require a minimum of seven semesters and 130 credit hours: <ul style="list-style-type: none">○ Marketing○ Management Information Systems○ Accounting○ Human Resources Management○ Finance	Professional Master of Business Administration (MBA): The program requires a minimum of two years and a maximum of four years of study, with a total of 45 credit hours. Upon completion, students are awarded the Professional MBA degree in one of the following majors: <ul style="list-style-type: none">○ Business Administration○ Project Management and Entrepreneurship○ Marketing Management○ Human Resources Management○ Investment and Financial Markets○ Banking Management○ Hospital and Healthcare Management○ Management Information Systems

FUE Study System

3. Study System - Future University in Egypt

3.1.Credit Hour System

FUE adopts the Credit Hour System, the most widely adopted academic system in universities worldwide. This system is based on study flexibility and allows students to organize their study plans according to their abilities and circumstances, under close academic supervision.

Definition of a Credit Hour:

A credit hour is a unit of measurement for academic study and is equivalent to:

- One hour of theoretical lectures per week throughout the semester, or
- two to three hours per week of practical classes or exercises.

Example: If a course is 3 credit hours, the actual teaching hours corresponding to these credit hours would be at least as follows:

- 3 lecture hours
- Or
- 2 lecture hours and 2 hours of practical classes, exercises, or labs.

3.2.Academic Semesters

- The academic year consists of two main semesters (Fall and Spring), with the possibility of offering an optional summer semester for certain courses.

3.3.Minimum and Maximum Credit Hours

- Minimum credit hours per semester: 12 credit hours.
- Maximum credit hours: This is determined by the student's cumulative GPA. It may reach 18 or 21 credit hours for students with a high cumulative GPA.
- In the summer semester: Registration should not exceed 6-9 credit hours depending on the student's CGPA and faculty bylaw. An additional 3 "overload" credit hours may be registered if the student is expected to graduate in the upcoming academic year.

3.4.Semester Grade Point Average (GPA)

Definition of Semester GPA:

- The Semester GPA is the average of the points a student earns in all courses registered and studied during a specific academic semester (Fall, Spring, or Summer). It's calculated on a 4.0 scale.
- The Semester GPA represents the student's academic performance level in that semester only, without considering previous or subsequent semesters.
- It's calculated using a Grade Points system based on the grades a student receives in each course.

Steps to Calculate Semester GPA:

1. Multiply the number of credit hours for each course by the grade points the student earned in that course.
2. Sum the results for all courses the student studied in the same semester.
3. Divide the total grade points by the total number of credit hours registered in that semester.

Illustrative Example:

1. Grading Scale and Corresponding Points

Grade	Points (out of 4.0)
A	4.0
B+	3.5
B	3.0
C+	2.5
C	2.0
D	1.0
F	0

2. Student's Result

Course	Credit Hours	Grade	Grade Points Calculation
1	3	B (3.0)	$3 \times 3.0 = 9.0$
2	2	A (4.0)	$2 \times 4.0 = 8.0$
3	3	C+ (2.5)	$3 \times 2.5 = 7.5$

- **Total Grade Points** = $9.0 + 8.0 + 7.5 = 24.5$
- **Total Credit Hours** = $3 + 2 + 3 = 8$
- **Semester GPA** = $24.5 \div 8 = 3.06$ out of 4

**** Note: The grading tables for each faculty are provided in Part Six of the guide.**

3.5.Cumulative Grade Point Average (CGPA)

- The Cumulative GPA (CGPA) is the average of a student's academic performance across all courses they have studied since enrolling at the university.
- It's calculated using a Grade Points system, based on the grades a student receives in each course studied since enrolling at the university.
- The CGPA is calculated using the same method as the Semester GPA, but it includes all courses studied since the student's enrollment.
- The difference between the Semester GPA and the Cumulative GPA is that the Semester GPA measures a student's performance in just one semester, while the Cumulative GPA measures a student's performance across all semesters since enrolling at the university. The Cumulative GPA is calculated based on all courses taken in all previous semesters.

3.6.Importance of the Cumulative GPA

- It determines the student's academic performance level.
- It affects the student's ability to register for a higher number of credit hours per semester in case of high CGPA according to the faculty bylaw. On the other hand, a student with a CGPA below 2.0 should register a fewer credit hours according to the faculty by law until their CGPA reaches 2.0.
- It is part of the graduation requirements, as a student cannot graduate with a CGPA below 2.0.
- It affects the student's opportunity to enroll in postgraduate studies after graduation.

3.7.Academic Advising and Course Registration Policies

FUE is committed to providing a comprehensive educational environment that supports students academically and personally, ensuring they receive appropriate guidance throughout their university journey. Academic advising is considered one of the fundamental pillars of the university education system, aiming to help students with proper academic planning and guide them in selecting suitable courses that align with their abilities and interests, while fulfilling the graduation requirements for their respective majors.

The University is also committed to establishing clear and organized policies for the course registration process. This ensures fairness and transparency, enhances student adherence to approved academic regulations, and grants them the necessary flexibility to manage their study plans under the direct supervision of specialized faculty members in academic advising.

3.7.1. Objectives of Academic Advising

The academic advising system at FUE aims to:

- Assist students in planning their academic journey.
- Support students in selecting appropriate courses according to their study plan.
- Monitor students' academic performance and provide suitable guidance.
- Enhance students' awareness of their academic rights and responsibilities.
- Provide psychological, social, and academic support for new students and those transferring from other universities.

3.7.2. Academic Advising Mechanisms

- An academic advisor is assigned to each student upon their enrollment at the university.
- The academic advisor holds regular meetings with the student to discuss:
 - The study plan
 - Academic difficulties
 - Course selection
 - Personal and professional development
- The academic advisor serves as the primary reference for the student regarding all academic activities, such as:
 - Registration
 - Course Add/Drop
 - Course Withdraw
 - Transferring between majors
 - Guidance for practical training hours or graduation projects.

3.7.3. Course Registration

Registration Procedures:

- Course registration is opened electronically through the university's system at the beginning of each semester or through the academic advisor.
- Students must adhere to their approved study plan and consult their academic advisor before registering.
- Students must adhere to the permitted number of credit hours for each semester, based on their Cumulative GPA:

- **High CGPA:** Students are allowed to register up to the maximum number of credit hours.
- **Low CGPA:** Students are required to reduce the number of registered credit hours according to the bylaw of each faculty to help them raise their Cumulative GPA.

Add/Drop

- Students are allowed to modify their course schedule during the add/drop period.
- After the add/drop period ends, no student is allowed to modify his/her registered courses.

Course Withdrawal

- Students are allowed to withdraw from a course during the designated period, with a "W" (Withdrawal) grade recorded on the academic transcript, without affecting the cumulative GPA.

Retaking a Course to Improve Cumulative GPA:

Retaking a course requires attendance at all its activities, including lectures, exercises, and exams. Students have the right to retake a course they have previously passed in order to improve their cumulative GPA, in accordance with the regulations of each faculty.

3.7.4. Student Responsibilities During Registration

- Adhering to the academic calendar announced by the university.
- Continuously checking the university email and the online portal.
- Consulting the academic advisor when facing any academic challenges.
- Complying with registration policies and not exceeding limits without official approvals.

3.8.Attendance Policy

3.8.1. Requirements for Final Exam Eligibility

- **Minimum Attendance Requirement**

Students must attend at least 75% of lectures and practical sessions for each registered course. If a student's absence rate in any course exceeds 25%, he/she will be automatically banned from attending the final exam and will get F grade in this course.

In this respect, the student will be noticed twice at 10% and 20% absence percentage before being banned as mentioned above.

3.8.2. Absence from the Final Exam

- **Unexcused Absence**

The student will automatically receive a failing grade (F) for the course.

- **Excused Absence:**

The student will receive an Incomplete grade (I).

Requirements:

- Submitting an accepted excuse within 48 hours from the exam date.
- Obtaining approval for the excuse from the Faculty Council.
- Achieving at least 60% of the coursework mark, and 75% for the Faculty of Oral and Dental Medicine.

3.8.3. Incomplete Grade Procedures

- **Make-up Exam Deadline**

The make-up exam must be completed no later than the first week of the following semester.

- **Final Grade Calculation**

The final grade is determined based on:

- The make-up exam mark.
- In addition to previously recorded coursework marks.

Important Notes:

1. Actual attendance (not just registration) is a prerequisite for exam eligibility.
2. Medical excuses must be supported by official documents from accredited authorities and the university physician.
3. Exam postponement is only allowed in exceptional, compelling cases and with the approval of the Faculty Council.
4. **Faculty of Oral and Dental Medicine:** No student is allowed more than one incomplete course per academic year, or more than five throughout the study period. Any exceptions to this must be presented to the Faculty Council.

3.9.Student Assessment Policy

3.9.1. Objectives of Student Assessment

FUE aims, through its assessment policy, to:

- Measure the extent to which students achieve targeted learning outcomes.
- Promote active and continuous learning.
- Ensure fairness and transparency in evaluating student performance.
- Improve the educational process based on assessment results.

3.9.2. Types of Student Assessment

1. Formative (Continuous) Assessment:

This type of assessment is conducted during the study period to guide and motivate students to achieve their learning goals. It includes:

- Mid-term exams
- Quizzes
- Assignments
- Presentations
- Projects and reports

2. Summative (Final) Assessment:

This assessment is conducted at the end of the semester to measure the student's final academic achievement, and it includes:

- Final exams
- Oral or practical assessments (if applicable)
- Graduation projects (if applicable)

3.9.3. Marks Distribution

The marks for each course are distributed as follows: 60% for coursework and 40% for the final exam. Coursework marks are distributed according to the nature of each course for all faculties, except for the Faculty of Oral and Dental Medicine, where the distribution is 50% for coursework and 50% for the final exam.

3.9.4. Assessment Procedures

1. Announcement of the Assessment Plan

- Students are informed at the beginning of the semester about the assessment plan and the mark distribution percentages for each component.

2. Grade Documentation

- All student grades are recorded electronically with hard copies signed by the course instructor.

3. Exams

- Exams are held on scheduled dates announced in advance.
- Full adherence to academic integrity regulations is required during exams.

4. Practical/Clinical Assessment (for Medical and Engineering Faculties):

- This is conducted according to precise criteria, including professional performance, commitment, competence, and safety.

3.9.5. Grade Appeals

- Students have the right to appeal their grades within one week of the results being announced.
- Students submit a written request or apply through the online system to the faculty administration.
- The answer sheet will be reviewed in terms of marks summation and uncorrected parts, and a final decision will be issued within two weeks from the date of the request. Grades will be re-recorded if there is any adjustment.
- Students are allowed to view the answer key.

3.9.6. Academic Warnings

- Students receive an academic warning if their Cumulative GPA falls below 2.0.
- Students are academically dismissed if they receive 4 consecutive academic warnings.

3.9.7. Academic Support, Advising, and Office Hours

- Each faculty provides its own academic advising system, whereby academic advisors are assigned to assist students in course selection, academic planning, and overcoming academic challenges.

- Students with special needs are referred to the university specialist, who is responsible to evaluate the needs and assist the student's advisor accordingly.
- **Office hours** facilitate student access to faculty members for academic support and should be announced for the students by the instructor of each course.

3.10. Student Examination Regulations

3.10.1. Examination Hall Entry Regulations

- Students are not permitted to enter the examination hall without their university ID. If the ID is not available, students must present a printout from the electronic system proving their course registration, along with a screenshot of their student profile from the electronic system displaying their personal photo.
- Entry into the examination hall is not permitted 30 minutes after the start of the exam, and no alternative time will be provided.
- Students must adhere to the examination hall specified in the timetable and are not allowed to enter another hall.
- Mobile phones or any other technological devices (such as smartwatches, headphones, etc.) is strictly prohibited inside the examination halls. The university provides a mechanism to store these devices until the end of the exam.
- Personal belongings and any papers must be left outside the hall.
- Invigilators and the head of the examination hall are responsible for verifying all students' identities and ensuring they sign the attendance sheet.
- Exchanging tools or calculators inside the examination hall is not permitted.
- Leaving the examination hall is not allowed until half of the exam time has passed.
- To verify the identity of female students wearing a niqab, the head of the committee (if female) will verify their identity, or the head of the committee will assign a female invigilator to do so.

3.10.2. Cheating or Examination Misconduct Reports

A cheating report is filed against a student in the following cases:

- Being caught with a mobile phone or any technological device in the exam hall, even if it wasn't used.
- Being caught with papers containing course-related material.
- Writing on one's hand or any personal belongings.
- A student talking or looking at a classmate's paper.
- Any violation of exam rules and the instructions of the committee head and invigilators.

In case a cheating report is filed, the student shall be penalized as follows:

- If it's a mid-term or practical exam, the student receives a zero for that exam.
- If it's the final exam, the student fails the course and receives an F grade for that course and the subsequent course. If it's the last exam, the student is considered to have failed the course preceding it in the exams.

General Policies and Procedures at FUE

4. General Policies and Procedures at FUE

The university is committed to providing a stimulating educational environment that fosters creativity and critical thinking, and enhances students' academic and professional capabilities. To achieve this, it adopts well-considered policies and procedures aimed at:

- Ensuring fairness and transparency in evaluating student performance.
- Achieving clear and specific learning outcomes.
- Encouraging active and continuous learning.
- Developing the educational process based on assessment results.

4.1. Admission Policy at FUE

In line with the vision and mission of FUE, which aims to prepare distinguished cadres capable of competing in local, regional, and international labor markets, the university has established a set of policies and regulations governing the admission process. These policies uphold the principles of transparency, fairness, and equal opportunities for all applicants. Through its admissions policies, the university seeks to attract students who are academically and ethically outstanding, possessing the qualities of creativity and excellence, and the ability to contribute effectively to community service and development.

FUE ensures that the admission process is based on clear foundations and precise criteria. This guarantees compliance with the laws and regulations approved by the Ministry of Higher Education and Scientific Research, while continuously developing these policies to align with educational advancements and academic quality requirements.

4.1.1. General Framework of Admission Policies

FUE is committed to a clear and transparent admission system that ensures equal opportunities for all students seeking admission. This system adheres to the academic standards approved by the Ministry of Higher Education and Scientific Research in Egypt, as well as the regulations governing admission to private universities. The university strives to attract academically and ethically outstanding students and to provide a stimulating educational environment that supports student diversity and meets their educational and professional needs in line with the demands of local, regional, and international labor markets.

4.1.2. FUE Application Procedures

1. Submitting the Application

- Applicants must create an application file through the university's official website: www.fue.edu.eg.

2. Account Activation

- After applying, the applicant will receive an SMS and an email to the registered number and email address containing a username and password to log in to the "Electronic Application Portal."

3. Paying the Application Fees

- A non-refundable application fee must be paid within 48 hours via:
 - Credit Card
 - Meeza Card
 - Fawry Service
 - Direct payment at the university campus
- Failure to pay within the specified deadline will result in the deactivation of the application file.
- A payment receipt will be sent to the registered email address.

4. Booking Admission Tests

- After payment, the applicant must log in to the "Electronic Application Portal" to book an admission test appointment.
- Test results will be sent via SMS and email.

5. Placement Tests and Exemptions

- Placement test fees must be paid, and these tests include:
 - English language test (5 levels)
 - Computer skills test (2 levels)
- Exemption from the English language test:
 - Applicants who score a minimum of 6.5 in the IELTS test (with at least 6 in each section) are exempt from the test.

4.1.3. Final Admission Procedures

- **Upon Final Admission**
 - **Document Submission:**
 - All original documents and required certificates must be submitted to the university's Student Affairs Department
 - **Tuition Fee Payment:**
 - 50% of the annual tuition fees must be paid upon admission.
 - **Additional Courses:**
 - Fees for additional courses (if any) are paid according to the student's placement test results.

Important Notes:

- All original academic certificates must be submitted.
- Tuition fees and additional course fees must be paid in accordance with the university's payment policies.

4.1.4. General Documents Required for Application

- **Personal Documents:**
 1. Original Birth Certificate
 2. National ID Card:
 - A clear copy of the student's national ID (for Egyptian students only)
 - A copy of the passport (for international students)
 3. Guardian's Document:
 - A copy of the guardian's national ID or passport
- **Academic Documents:**
 4. Proof of Completing 12 Academic Years:
 - Documents proving 12 years of study must be submitted.
 - Including:
 - Preparatory School Completion Certificate (9th Grade)
 - Secondary School Completion Certificate (3 years)

- **For students studying abroad:**

Documents must be authenticated by the Egyptian embassy in the relevant country or the Egyptian Ministry of Foreign Affairs in Cairo.

- **Additional Documents:**

5. Twelve Personal Photos:

- Recent passport size
- White background, no border

6. Military Service Card (Form No. 2) for Egyptian male students.

7. Original Military ID Card for Egyptian male students born in 2007 or earlier.

8. Withdrawal letter (for private universities) or a withdrawal statement including military status for students enrolled in public universities or institutes, or a letter from the Missions Department lifting academic supervision for students transferring from outside Egypt.

Important Notes:

- All documents must be recent.
- Foreign documents must be translated into Arabic and certified.
- Failure to complete the required documents may delay the admission process
- The university will not bear any responsibility for registering students who lose the original copies of required documents after the announced application deadline.

4.1.5. General Admission Rules

- Obtaining an Egyptian General Secondary Education Certificate or its equivalent from accredited Arab or foreign certificates.
- Meeting the minimum admission score set annually by the Ministry of Higher Education for each faculty.
- Passing the admission tests and personal interviews, if applicable, according to the requirements of each faculty.
- Submitting all required official documents during the application period.
- Paying the prescribed tuition fees in accordance with the university's financial policies.

4.1.6. Applicant Selection Criteria

In the case of applicants having equal total scores, preference is given based on the following criteria:

- Higher scores in the qualifying subjects for each faculty.
- Excellence in the English language test or any special aptitude tests.
- Excellence in scientific and innovative activities or awards (if applicable).

4.1.7. Transfer from Other Universities

FUE allows the admission of transfer students from other recognized universities, subject to the following conditions:

- Meeting the admission requirements for the faculty they are transferring to.
- Submitting the original academic transcript, certified and authenticated by the Egyptian Embassy (for universities outside Egypt) or in a sealed university envelope.
- Submitting the original course description with the university's official seal (original seal).

4.1.8. General Admission Instructions

- Full adherence to the announced application deadlines.
- The university reserves the right to reject any admission application that does not meet the requirements.
- All data and documents submitted are subject to legal accountability if proven to be incorrect.
- The university reserves the right to amend or update the admission policy annually in line with approved regulations and laws.

4.1.9. Rules for Enrollment Suspension and Re-enrollment

- A student's enrollment can only be suspended through one of the following:
 - By Student himself if the student reaches the age of twenty-one
 - By the father in person.
 - By guardian in case of the father's death.
 - Anyone based on a special power of attorney for enrollment suspension from his/her father or guardian.

Rules:

- The student is allowed only 3 suspensions request during his/her study.
- The student should pay 30% of the tuition fees for the requests submitted before the beginning of the final exams.
- The student should pay 50% of the tuition fees for the requests submitted After the beginning of the final exams.
- A request for enrollment suspension can be denied.
- No fees are paid for enrollment suspension related to military service, for a maximum period of four academic years only.
- A student cannot withdraw from the university if their enrollment is suspended unless they have paid the full tuition fees for the suspended period and settled all other financial dues for the university.
- Re-enrollment during the semester in which enrollment was suspended should be with in the period of the Add/Drop, provided that full tuition fees of that semester are paid.

4.2. Student Support and Services Policy

FUE provides a comprehensive educational environment that supports students academically, psychologically, and socially. This ensures their success and excellence throughout their university journey. The university offers a diverse range of student support services, including:

4.2.1. International Student Support

- The International Support Center offers tailored services for international students, including academic advising, registration assistance, social support, and cultural exchange programs to facilitate their integration into university life.

4.2.2. Student Life and Activities

- The Student Life Department provides comprehensive support to students in social, cultural, artistic, and sports activities. It also offers information and guidance regarding the Student Union.

4.2.3. University Accommodation and Living Services

- The university offers safe and comfortable accommodation for students, with integrated services. These include 24-hour security, medical care, cleaning services, and internet access, all to provide an ideal living environment that supports academic achievement.

4.2.4. Medical Support at FUE

University Medical Clinic

- The main medical clinic is located on the first floor of Administrative Building 2. It operates from Sunday to Thursday, from 9:00 AM to 4:30 PM. There's also a branch behind the Faculty of Engineering building.
- It is staffed by qualified doctors and nurses who provide urgent medical care and health consultations during university working hours.
- It offers services such as medical examinations, prescription of medications, and referral of complex cases to hospitals or medical consultants within the campus or to the health insurance company.

Mental Health Center

The Mental Health and Human Development Center offers a range of services consistent with the scope of psychology practice. This includes, but is not limited to, individual and group therapy, psychological diagnostic assessment, consultations, training, workshops, and research.

Health Insurance

- The insurance company provides diverse medical services. Referrals for medical cases are handled through the university clinic, except for emergency cases occurring off-campus. In such cases, students must immediately go to the nearest hospital registered with the contracted insurance company.

Ambulance Services

- An ambulance is available daily to transport emergency cases from the university to the required destination.

4.2.5. Library

The University Library offers services that reflect, support, and achieve the university's vision and mission. It aims to provide a wide range of services and resources to support learning, teaching, and research needs.

- **Diversity:** The library offers a diverse collection of printed and digital resources, including books, academic journals, research papers, e-books, multimedia materials, and databases covering various disciplines.
- **Easy Access to Information:** The library provides a user-friendly catalog and a robust search system, allowing users to efficiently find and access materials.

- **Competent Staff:** Trained and helpful library staff are available to assist users in finding resources, conducting research, and effectively using library services.
- **Collaborative Spaces:** The library features comfortable and quiet study areas for individual research, along with collaborative spaces for group work and discussions.
- **Technology and Digital Resources:** FUE Library provides computer workstations, Wi-Fi access, and access to electronic resources to facilitate digital research and study.
- **Research Support:** The library offers assistance with research skills, citation styles, and academic writing to support students and researchers in their academic endeavors.
- **Special Collections and Digital Repository:** FUE Library maintains special collections within the university's digital repository, which includes unique materials related to the institution's history or specific research interests.
- **Updated and Relevant Resources:** The library regularly updates its collection to include the latest publications and resources that align with current academic curricula and research trends.
- **Workshops and Training:** The library organizes workshops and training sessions on research skills, academic integrity, and information literacy to empower library users to maximize their research capabilities.
- **Quiet and Comfortable Environment:** The library provides a quiet and comfortable atmosphere, allowing users to focus and engage in their studies and research.
- **Continuous Improvement:** The library consistently seeks user feedback and updates its services and resources to meet evolving needs and technological developments.

4.2.6. Transportation Services

FUE provides a dedicated bus service to transport students to and from campus. This service covers most areas of Greater Cairo and some governorates, operating with a modern fleet of buses to ensure comfort and safety.

Rules for Using University Buses:

- **Presenting University ID:** All students must present a valid university ID when using the bus.
- **Boarding and Alighting at Approved Stops:** Students are only permitted to board and alight at designated and university-approved stops.
- **Prohibited Behaviors on Buses**
 - Eating or drinking
 - Smoking
 - Inappropriate behavior
- **Bus Fee Payment:** Bus service fees must be paid in full before the start of the academic year.
- **Liability for Damages:** If a student causes any damage to the bus, they are personally responsible for the costs of repair or replacement, as determined by the university.
- **Adherence to Timetables and Routes:** Students must adhere to the specified timetables and approved bus routes.

4.3.Computer, Information Technology, and Internet Usage Policy

This policy aims to regulate the use of computers, university networks, and internet services, ensuring the safe and effective use of these resources to support academic and administrative purposes, while maintaining information security and adhering to local and international laws and regulations.

4.3.1. Policy Objectives

1. **Facilitating access to technical resources** to support educational and research processes.
2. **Ensuring responsible use** of computers, the university network, and the internet.
3. **Protecting data and information** from unauthorized access or use.
4. **Complying with laws** related to intellectual property protection and privacy.
5. **Preventing unethical or illegal use** of technology within the university campus.

4.3.2. Policy Scope

This policy applies to:

- All students, faculty members, and staff.
- Anyone authorized to use the university's technical resources.
- All devices connected to the university network (computers, mobile devices, printers, servers).

4.3.3. Acceptable Use Procedures

- The use of computers and the internet is permitted for academic and administrative purposes only.
- Users must log in using their university credentials (username and password).
- Sharing personal accounts with others is prohibited.

Internet and Email Usage

- Browsing unethical or illegal websites is prohibited.
- Using university email for personal commercial purposes or spam is forbidden.
- Intellectual property laws must be respected when downloading or sharing files.

Security and Protection

- Installing unlicensed or unauthorized software by the IT department is prohibited.
- Operating systems and security software must be updated regularly.
- Attempting to hack the network or gain unauthorized access to university systems is forbidden.

Device and Data Preservation

- Storing personal data unrelated to academic work on university devices is prohibited.
- Important data must be backed up regularly.
- Damaging or modifying device or network settings without permission is forbidden.

4.3.4. Prohibited Actions and Unacceptable Behavior

- **Illegal Activities:** Such as hacking, impersonation, or privacy violations.
- **Misuse of Resources:** Such as cryptocurrency mining or running unauthorized servers.
- **Offensive Content:** Publishing racist, inflammatory, or indecent material.
- **Espionage or Hacking:** Attempting to access others' data without permission.

4.3.5. Penalties for Violations

- **Minor Violation** (e.g., using the internet for non-academic purposes): Formal warning or temporary suspension of access.
- **Moderate Violation** (e.g., installing unlicensed software): Access will be blocked for a specific period, and relevant authorities will be notified.
- **Serious Violation** (e.g., hacking or privacy violation): Disciplinary actions that may lead to expulsion or legal prosecution.

Student Rights and Responsibilities

5. Student Rights and Responsibilities

FUE places great emphasis on fostering a fair and stimulating educational environment by clearly defining student rights and responsibilities. These rights and responsibilities are part of the Student Affairs Regulations, which govern the relationship between the student and the university.

5.1. Student Conduct

Student conduct is fundamental to promoting a safe and productive learning environment that respects ethical values and individual rights, ensuring discipline and responsibility among all students. These rules provide a comprehensive framework for guiding behavior both on and off campus during university-related activities.

5.1.1. Expected Student Behaviors

- **In Lectures and Classrooms:**
 - Punctual attendance and active participation.
 - Respecting others' opinions and avoiding interruption.
 - Adhering to appropriate dress code on campus.
- **On Campus:**
 - Maintaining general cleanliness.
 - Refraining from smoking in non-designated areas.
 - Respecting others' privacy and not taking photos without permission.
 - Adhering to appropriate campus attire.
- **During Activities:**
 - Adhering to instructions of event supervisors.
 - Avoiding behaviors that could endanger safety.
- **On Digital Platforms:**
 - Using university communication channels respectfully (email, learning platforms).
 - Refraining from publishing offensive or inappropriate content.

5.1.2. Prohibited Behaviors

- **Academic Violations:**
 - Cheating on exams or plagiarism.
 - Falsifying documents or signatures.
- **Behavioral Violations:**
 - Sexual or verbal harassment.
 - Discrimination or racism.
 - Physical violence or threats.
 - Drug and alcohol abuse.
- **Material Violations:**
 - Damaging property.
 - Theft or unauthorized use of resources.
- **Security Violations:**
 - Entering restricted areas without permission.
 - Possession of dangerous materials (such as weapons or drugs).

5.1.3. Procedures for Handling Violations

- **Investigation:**
 - A committee is formed to investigate serious violations.
 - The student is allowed to present their defense in writing or verbally.
- **Penalties:**
 - Written Warning: For minor violations.
 - Temporary Suspension: For specified periods depending on the severity of the violation.
 - Final Expulsion: In repeated or serious cases (e.g., violence or threats).
- **Appeal:**
 - The student has the right to appeal the decision within one week of its issuance.

5.2.Complaints and Grievance System

5.2.1. Channels for Submitting Complaints

- Through a complaint box or electronically.
- Directly through heads of academic departments, either in writing or verbally.
- The Faculty Vice Dean for Education and Student Affairs for student grievances related to exams and academic issues.
- The Dean of the Faculty.
- The Vice President for Education and Student Affairs, if necessary, in the presence of the Faculty Dean.

5.2.2. Procedures for Handling Complaints and Grievances

- **For the Complaint Box:**
The complaint and suggestion box is opened periodically. Complaints and suggestions are reviewed and forwarded to the relevant authority, with follow-up by the Faculty Dean.
- **For Complaints Submitted to Department Heads and the Vice Dean:**
 - Student complaints are received, recorded, and directed to the relevant authority for resolution, with follow-up on the resolution procedures.
 - The Department Head or Vice Dean is authorized to handle complaints within their jurisdiction and take necessary actions to resolve them. In cases requiring the approval of the Department Council, the council may authorize the Department Head to proceed with resolving the issue without waiting for the council meeting, to expedite complaint resolution.
 - For other complaints, the Department Head escalates the issue to the Vice Dean for Education and Student Affairs or the Dean depending on the nature of each complaint and then to the Vice President for Education and Student Affairs, accompanied by the Faculty Dean.

5.2.3. Student Appeals Regarding Exam Results

There are specific rules for handling student appeals, following up on their implementation, and announcing their results, as follows:

1. Mid-term exam appeals must be submitted directly to the course instructors within one week of the results being announced to students.
2. Final Exam Appeals Regulations:
 - The appeal period begins after the final result is announced on the electronic system and lasts for two weeks.

- The student must submit their appeal using the designated form to the Faculty Vice Dean for Education and Student Affairs, stating their appeal regarding the course(s) for which a grade review is requested. This is then documented in a special record.
- The office of the Faculty Vice Dean for Education and Student Affairs submits the appeals to the relevant Examination Control Division Head or one of his/her assistants.
- The relevant Examination Control Division forms a committee to review the student's answer booklet. The review is conducted as follows:
 - Ensuring that every part of the answer booklet has been corrected and assigned a mark.
 - Ensuring all marks from inside the booklet are recorded on the cover of the answer booklet.
 - Recalculating the total score by summing the marks of all questions.
 - Ensuring that the correct score is recorded on the electronic control system.
 - Ensuring formative assessment marks (practical, theoretical, and coursework, if applicable) and the total marks are recorded.
 - The results of the appeal review are presented to the Faculty Vice Dean for Student Affairs for approval, with necessary legal actions taken if the student's complaint is confirmed to be valid.
 - If there is a change in the student's marks, a grade amendment memo is prepared, signed by the course instructor, and submitted to the office of the Faculty Vice Dean for Education and Student Affairs to update the marks on the electronic system after the faculty deans' approval.
 - The student is notified of the appeal result within a period not exceeding two weeks from the date of submitting the appeal.

5.3.Student Rights

- **Fair Academic Achievement:**

Students have the right to receive high-quality education and an objective, fair assessment of their academic performance.

- **Access to Information:**

Access to Information: Students have the right to access university policies, course materials, and available opportunities, including details about academic programs and student services.

- **Communication with Faculty Members:**

Students have the right to utilize faculty members' office hours for academic advising and necessary support.

- **Participation in Student Activities:**

Students have the right to engage in cultural, sports, and social activities, as well as student elections, contributing to the development of their personal and leadership skills.

- **Health and Social Care:**

Students have the right to benefit from medical services available on campus, including medical clinics and health insurance.

- **Right to Grievance:**

Students have the right to submit complaints or grievances if they do not receive their established rights, and to have these reviewed by the relevant authorities.

5.4.Student Responsibilities

- **Adherence to University Regulations:**

Complying with the systems and policies in force within the university, including codes of conduct and discipline.

- **Preservation of University Property:**

Safeguarding campus facilities and equipment, and avoiding any actions that may cause damage to them.

- **Mutual Respect:**

Treating faculty members, teaching assistants, employees, and colleagues with respect, and fostering a positive learning environment.

- **Serious Academic Achievement:**

Commitment to attending lectures, active participation in academic activities, and diligence in study.

- **Policy Compliance:**

Adhering to the general policies of the university.

- **Financial Commitment:**

Paying tuition fees within the specified deadlines.

Grading System for Faculties

6. Grading System for Faculties

- Faculty of Oral and Dental Medicine

Grade	Percentage Marks	Grade Points	Grade	Percentage Marks	Grade Points
A	90% to less than 100%	4.0	C+	70% to less than 72.5%	2.3
A-	85% to less than 90%	3.7	C	67.5% to less than 70%	2.0
B+	80% to less than 85%	3.3	C-	65% to less than 67.5%	1.7
B	75% to less than 80%	3.0	D+	62.5% to less than 65%	1.3
B-	72.5% to less than 75%	2.7	D	60% to less than 62.5%	1.0
			F	Less than 60%	0.0

- Faculty of Pharmacy

Grade	Percentage Marks	Grade Points	Grade	Percentage Marks	Grade Points
A	90% to less than 100%	4.0	C+	72.5% to less than 75%	2.8
A-	85% to less than 90%	3.7	C	67.5% to less than 72.5%	2.6
B+	82.5% to less than 85%	3.4	C-	65% to less than 67.5%	2.4
B	77.5% to less than 82.5%	3.2	D+	62.5% to less than 65%	2.2
B-	75% to less than 77.5%	3.0	D	60% to less than 62.5%	2.0
			F	Less than 60%	0.0

- **Faculty of Engineering & Technology**

Grade	Percentage Marks	Grade Points	Grade	Percentage Marks	Grade Points
A+	97% and higher	4.0	C+	73% to less than 76%	2.3
A	93% to less than 97%	4.0	C	70% to less than 73%	2.0
A-	89% to less than 93%	3.7	C-	67% to less than 70%	1.7
B+	84% to less than 89%	3.3	D+	64% to less than 67%	1.3
B	80% to less than 84%	3.0	D	60% to less than 64%	1.0
B-	76% to less than 80%	2.7	F	Less than 60%	0.0

- **Faculty of Computers & Information Technology**

Grade	Percentage Marks	Grade Points	Grade	Percentage Marks	Grade Points
A+	96% and higher	4.0	C+	72% to less than 76%	2.6
A	92% to less than 96%	3.7	C	68% to less than 72%	2.4
A-	88% to less than 92%	3.4	C-	64% to less than 68%	2.2
B+	84% to less than 88%	3.2	D+	60% to less than 64%	2.0
B	80% to less than 84%	3.0	D	55% to less than 60%	1.5
B-	76% to less than 80%	2.8	D-	50% to less than 55%	1.0
			F	Less than 50%	0.0

- Faculty of Economics & Political Science**

Grade	Percentage Marks	Grade Points	Grade	Percentage Marks	Grade Points
A	90% to less than 100%	4.0	C+	65% to less than 70%	2.3
A-	85% to less than 90%	3.7	C	60% to less than 65%	2.0
B+	80% to less than 85%	3.3	C-	55% to less than 60%	1.7
B	75% to less than 80%	3.0	D+	53% to less than 55%	1.3
B-	70% to less than 75%	2.7	D	50% to less than 53%	1.0
			F	Less than 50%	0.0

- Faculty of Commerce & Business Administration**

Grade	Percentage Marks	Grade Points	Grade	Percentage Marks	Grade Points
A	90% to less than 100%	4.0	C+	65% to less than 70%	2.3
A-	85% to less than 90%	3.7	C	60% to less than 65%	2.0
B+	80% to less than 85%	3.3	C-	55% to less than 60%	1.7
B	75% to less than 80%	3.0	D+	53% to less than 55%	1.3
B-	70% to less than 75%	2.7	D	50% to less than 53%	1.0
			F	Less than 50%	0.0

Online Communication Platforms

7. Online Communication Platforms

7.1. Moodle Platform

Moodle is an electronic Learning Management System (LMS) adopted by the university. It's used to provide course content, manage lectures, submit assignments, conduct exams, and facilitate interaction between students and faculty members.

- **Importance of Moodle for Students:**

The platform offers a comprehensive learning environment, enabling students to:

- Access learning materials (courses, presentations, videos).
- Submit assignments and receive feedback from faculty members.
- Take electronic exams.
- Access the academic schedule and announcements.
- Communicate with professors and colleagues through educational forums or messages.

- **How to Access Moodle:**

1. <https://moodle.fue.edu.eg> Visit the platform's official website via the link: <https://moodle.fue.edu.eg>
2. Enter your login credentials:
 - Username: [University ID]
 - Password: [Sent by the Information Systems Department or set during registration]

It's recommended to change your password after the first login to maintain privacy. The password is unified across all platforms.

- **General Instructions for Using the Platform:**

- Make sure to regularly follow up on your registered courses.
- Make sure you submit assignments on time.
- Make sure you have a stable internet connection before starting electronic exams.
- Monitor alerts and announcements for each course.
- Do not share your login credentials with anyone.

7.2. Student Portal

The Student Portal is a comprehensive digital platform developed by the university to enable students to access numerous academic and administrative services easily and securely, without the need to visit university offices in person.

- **Importance of the Student Portal**

The portal enables students to easily manage their academic and administrative affairs. Its key services include:

- Course registration during registration periods.
- Reviewing academic and exam schedules.
- Monitoring academic standing (GPA, credit hours, academic warnings, if any).
- Viewing grades and semester reports.
- Submitting electronic requests (withdrawal, postponement, grade review, etc.).
- Viewing tuition fees and invoices, and paying fees electronically.
- And other services.

- **How to Access the Portal**

1. Visit the official university website and access the portal directly via the link:
<https://services.fue.edu.eg/LogIn.aspx?Type=1>
2. Enter your login credentials:
 - Username: [University ID]
 - Password: [Sent by the Information Systems Department or set during registration]

It's recommended to update your password periodically to maintain information security. The password is unified across all platforms.

- **General Instructions**

- Make sure to check the portal regularly, especially during registration, withdrawal, and add/drop periods.
- Ensure course registration is completed according to the specified deadlines.
- Check your university email for any notifications or updates from Student Affairs.
- If any error occurs in course registration or data display, contact your faculty.

7.3. University Email

The university email is the official communication method adopted between the student and the university. Through it, messages related to the academic journey are sent and received, such as official announcements, lecture schedules, exam results, and other important notifications.

- **Importance of University Email:**

- Receiving official notifications from the faculty or university.
- Communicating with faculty members and various departments.
- Sending academic and administrative inquiries.
- Enjoying large storage capacity and professional email services.

- **How to Access University Email:**

1. Go to the link: webmail.fue.edu.eg
2. Log in using:
 - Username: University email in the format: Student ID@fue.edu.eg
 - Password: [Provided to the student upon account activation]

It is recommended to update your password after the first login to maintain account security. The password is unified across all platforms.

- **General Instructions for Using University Email:**

- Check your university email daily to avoid missing any important information.
- Use your university email only for academic and official purposes.
- Do not share your login credentials with anyone.
- Adhere to professional etiquette when writing emails, especially when communicating with professors or departments.

7.4. Zoom Platform for Virtual Lectures

Zoom is an electronic platform used for conducting virtual lectures and meetings online with audio and video. It's one of the primary tools adopted by the university for distance learning or hybrid (in-person + online) lectures.

- **Importance of Zoom for Students:**

- Attend live lectures and seminars from anywhere.
- Interact with the lecturer and classmates via audio or chat.
- Ability to record lectures and refer to them later.
- Participate in group discussions or virtual presentations.

- **How to Join Lectures via Zoom:**

1. Access the session link sent by the course instructor via the Moodle platform.
2. You can join directly through:
 - Your web browser.
 - The Zoom app on your phone or computer.
3. When joining:
 - It's recommended to log in using your university email.
 - Enter your full university name so you can be identified in the session.

7.5. Technical Support

If you encounter any technical issues related to accessing or using the platforms, you can contact the Technical Support department via:

- Email: itsupport@fue.edu.eg
- Go directly to the Information Technology Department on campus in Administrative Building 2.