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Cairo University- Faculty of Engineering  
Credit Hours System

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**Students' Representatives System**  
Rules and Regulations

## *Rules and Regulations*

The following set of rules are presented by the Current General Representative of Classes 2023 to 2026, and may be modified and/or added on later down the years according to needs and situations to keep a steady representative system and a healthy environment for classes, and must be approved by all general representatives at the time of modification.

- **Job Description:**

**Program Representative:** a volunteering student that is responsible for clear end to end communication between students of the program and staff/coordinators of the same program, under a respectable and friendly manner.

**Group Coordinator:** a volunteering student in PRE that is responsible for clear end to end communication between students of the same group in PRE and the staff related, under a respectable and friendly manner, and under supervision of volunteering student(s) of earlier class(es).

**General Representative:** a volunteering student that was chosen as a program representative, then voted by all programs representatives of same class, that, besides their responsibility as a program rep, is to keep healthy system of information among representatives, make sure that program representatives are carrying out their responsibilities with no lines being crossed, supervise newer class program representatives and general representative elections as well as groups coordinators of PRE with volunteering students that supervise PRE (will be mentioned below in rules, section CHS and SU Affiliation.)

- **Recruitment/Application:**

**Program Representative:** within 2 Weeks to start of first Fall in Sophomore of each class (or 1 week prior, if preferred), a program representative will be chosen. Every student can volunteer, and if many volunteered, it is required to vote for a chosen representative(s) (number of representatives are chosen according to students number in the program and the need of many representatives, usually 2 or 3 representatives max). Voting to program representatives is supervised by earlier class(es) program representative(s).

**General Representative:** After program representatives are chosen, by 3<sup>rd</sup> or 4<sup>th</sup> Week, a General Representative is voted for. Only Program Representatives are allowed to apply for this position and must be voted for by other representatives of the same class. Voting is supervised by earlier class(es) General Representative(s).

**Group Coordinator:** Within 2 Weeks to start of first Fall in Sophomore of each class, a program representative will be chosen. Every student can volunteer, and if many volunteered, it is required to vote for a chosen representative(s) (number of representatives are chosen according to students' number in the program and the need

of many representatives, usually 2 or 3 representatives max). Voting to program representatives is supervised by volunteering Student(s) of earlier class(es). In case of any complaint received by general representative(s) or earlier classes(es) program representative(s) about a representative, a representative asking to quit, or high demand (minimum 50% of students of a class program) of revoting, **re-voting shall be carried on instantly** for when the situation occurred, with supervision of same individuals mentioned above.

- **Evaluation:** All representatives, program or general, must be evaluated by their class program students after 1 year of volunteering, to ensure that efficiency is achieved, and students' feedback is applied and for continuity of the same individual trouble-free for the rest of class years. Evaluation is supervised by general representative(s) of the class. In case of General Representative, after programs representatives' evaluation, the evaluation will be carried out by earlier class(es) general representative(s) and done by program representatives.
- **Students' Union Affiliation with CHS:**  
CUFE Students' Union is the main official entity in the faculty to represent faculty students as a whole, besides their main duties of carrying on activities for all faculty students. As such, they exclusively **work with** representatives of each class to provide any needed help as well as passing core information about activities or announcements from administration. Students' Union mainly serve 2-Semester Programs students since they are higher in numbers, and while there is 20% minimum of SU members being CHS students, the SU may not be able to interfere with issues or matters of CHS due to the complexity of the CHS system and different interests, hence they are in direct contact with the **General Representatives** of all classes to facilitate and shorten the gap between the affairs of SU and the interests/needs of CHS students.  
SU is required to supervise PRE students of both programs, but **a set of volunteering students** must be picked **from the CHS System** besides the official SU members in CHS, to ensure proper supervision and clear direction for newcomers. **Volunteering Students** may be of earlier class(es) Program Representative(s) or students that are trusted and approved by the general representative(s) of the earlier class(es) and is allowed join to the main board of supervision for PRE class) after approval.
- A proposed **agenda** will be carried on to help identify important dates for everything related to both students and representatives, besides the academic calendar of the faculty. This agenda includes, but not limited to, Representatives and Coordinators Voting period, Evaluation period, program orientations/meetings for PRE classes, Transfer students guiding, Welcome Party and significant dates in the academic calendars (finals, semesters, add or drop, transfer,..)

- **Council:** in case of urgencies that include, but not limited to, changes in this regulations document, discussing misbehaving/raging program representative(s) or general representative(s), and any other possible emerging situations that might require moral stance and experienced guidance from seniors, a council is held, that assembles **all general representatives of active classes**, with possibility to include SU president or Vice President at the time and other **senior program representative(s)**.
- A Program/General Representative is **not required** to have earlier experience nor be a member of the SU or holding any other position, and it is rather preferable for the individual to have lower responsibilities when applying to volunteer as a representative to be able to catch up. **However, it is not rejected** by any means to have many positions at once as long as rules and responsibilities are complied with.
- **Undeclared Students** of a class shall be directly supervised by the general representative(s) of the same class, with possibility to include other available programs representatives or earlier class(es) representative(s) only if needed by the general representative of the same class.
- **CHS Rep System and Affairs:** Students' Affairs are available to help students and provide services, and programs representatives must be in proper touch with the programs affairs officer to limit the gap between students and information, and General Representatives must direct representatives to comply with this mentioned rule.
- **CHS Rep System and CHS Office/Administration:** CHS Office, represented in Dr. Hanan El-Sersy and Dr. Mohamed Anwar as of 2022-2023, are not against the CHS Rep System, and a channel has been created between the general coordinator of CHS system (Dr. Hanan) and all classes' General Representatives, with inclusion of SU President and Vice President. A periodic meeting with the CHS Office and General Representatives may be arranged when needed as well.
- **Announcements:** It is very preferred that any official announcements, on a class or a program scale, must be **in either Arabic or English** and less written in franco Arab manner, to ensure clarity and easy understanding for all students alike, yet it is not restricted for the representative(s) to send in said manner but advised to.



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At the end, I would love to mention my sincere gratitude to everyone behind the success and continuity of this system among all years, which has been running for 5 years now since class 2023;

**Dr. Mostafa Abdeen** - CHS PRE Coordinator. *First Administrative Supporter of CHS Students Reps*

**Farid Mohamed** - MPE 2020. *CUFE SU President 2018-2020, First SU Supporter of CHS Rep System*

**Yusuf Ismail Shehata** – IEM 2023  
*(Co-founder of the CHS Rep System)*

**Mostafa Khalid Abdelbrr** – CCE-C 2023  
*(Co-founder, Most Contributing Rep)*

**Ahmed Mohamed Gamal** – Gen Rep, HEM 2024

**Ahmed Behery** – Gen Rep, IEM 2024

**Mohamed Saeed** – Gen Rep, EEE 2025

**Nancy Madbouly** – Gen Rep, PPC 2025

**Mayar Tarek** – Gen Rep, EEE 2026

**Ziad Haitham** – Gen Rep, CCE 2026

And all the representatives of class 2023 and beyond that were a part this system and supported it.

Without you, CHS Students would've suffered as classes before 2023, and the environment that makes them safe and sound is now thanks to you. Always be reminded that

خير الناس عند الله انفعهم للناس

and there is nothing more beneficial than keeping a healthy, lively system for students that we are part of them.

It's been my deepest pleasure to come across all of you, and I hope this system grows and gets developed further in the future.

Thank you for giving me the opportunity to do something valuable.

- *Ahmed Ayman El-deeb,*

*Founder of CHS Rep System, First CUFE SU CHS Vice President (2021-2022), First General Representative, EEE 2023.*

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