



جامعة النيل

## WELCOME PACKAGE



SCHOOL OF  
INFORMATION TECHNOLOGY  
& COMPUTER SCIENCE

Dear ITCS Professors,

It is our pleasure to officially **welcome** you aboard in the **CS program** teaching family for the spring 2021 semester. I hope teaching this semester will be a pleasant and fruitful experience for everyone.

As you all know spring2021 semester will start Sunday March 21<sup>st</sup>, 2021.

This package contains a lot of important pieces of information, so please read it carefully and keep it for your reference.

- You can find the Academic calendar on NU Portal.

 [NU-Calendar2020-21Update3.xlsx](#)

- Additional information about the CS program; including the course description and grading scale can be found in CS bylaw.

[https://nileuniversity-my.sharepoint.com/personal/zelmessiry\\_nu\\_edu\\_eg/\\_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fzelmessiry%5Fnu%5Fedu%5Feg%2FDocuments%2FCS%20Bylaw%20Updates%2FUpdated%2FNU%20Computer%20Science%20Program%20%2D%20v18%20Update%20docx%2Epdf&parent=%2Fpersonal%2Fzelmessiry%5Fnu%5Fedu%5Feg%2FDocuments%2FCS%20Bylaw%20Updates%2FUpdated](https://nileuniversity-my.sharepoint.com/personal/zelmessiry_nu_edu_eg/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fzelmessiry%5Fnu%5Fedu%5Feg%2FDocuments%2FCS%20Bylaw%20Updates%2FUpdated%2FNU%20Computer%20Science%20Program%20%2D%20v18%20Update%20docx%2Epdf&parent=%2Fpersonal%2Fzelmessiry%5Fnu%5Fedu%5Feg%2FDocuments%2FCS%20Bylaw%20Updates%2FUpdated)

- Courses' dependency tree and study plan.

[https://nileuniversity-my.sharepoint.com/personal/zelmessiry\\_nu\\_edu\\_eg/\\_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fzelmessiry%5Fnu%5Fedu%5Feg%2FDocuments%2FCS%20Bylaw%20Updates%2FUpdated](https://nileuniversity-my.sharepoint.com/personal/zelmessiry_nu_edu_eg/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fzelmessiry%5Fnu%5Fedu%5Feg%2FDocuments%2FCS%20Bylaw%20Updates%2FUpdated)

- It is the instructor responsibility to review the bylaws, the description, and specs of the courses he is going to deliver and coordinate with course coordinators. You can find the course specs through this link.

 [Course Specification \(19-20\)](#)

Here are some important regulations that you should be aware of to make sure everything goes as smoothly as possible:

- The last day of teaching is **Thursday June 24<sup>th</sup>, 2021**. This means that the semester is 14 weeks long including the midterm week and the Spring Break which implies that the semester will effectively be **12 weeks of teaching**. Please plan accordingly.
- **The Spring Break will be 1 week from** Monday April 26<sup>th</sup> to Monday May 3<sup>rd</sup>, 2021. No teaching activities can take place during this week. You can find all these data through the link below.

 [NU-Calendar2020-21Update3.xlsx](#)



- The **midterm week will be on** (Wednesday May 17<sup>th</sup> to Wednesday May 24<sup>th</sup>) according to NU Calendar. No teaching activities can take place during this week; however, you will be requested to administrate (proctor) the exam of the course you teach (and only if need arises to help administrate other exams). Printing Midterm exam is the instructor responsibility. Room S4 is the printing room in NU, instructors only are allowed to enter this room and print their exams. If a student misses the exam, he has to submit a written request to compensate the exam. You will study each case individually and inform the student about the decision. Please be prepared to hold exam online according to NU policy and instructions. Any updates will be send on time. You can find final exams date through the link below. You can find midterm week through the link below.

 [NU-Calendar2020-21Update3.xlsx](#)

- The course instructor is free to make a **makeup midterm exam or 2 midterm exams** and inform the students by its date on MOODLE.
- Course marks and the grading distribution should be discussed with the program director.**
- The **Final exam will be from June 28<sup>th</sup>- July 12<sup>th</sup>** according to NU Calendar. Printing final exams is the instructor responsibility. Room S4 is the printing room in NU, instructors only are allowed to enter this room and print their exams. Please be prepared to hold exam online according to NU policy and instructions. Any updates will be send on time. You can find final exams date through the link below.

 [NU-Calendar2020-21Update3.xlsx](#)

- The course instructor should follow the grading scale of the course offered program. **Final course grade should be from 100**. The CS grading scale can be found in through the link below page 13.

[https://nileuniversity-my.sharepoint.com/personal/zelmessiry\\_nu\\_edu\\_eg/\\_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fzelmessiry%5Fnu%5Fedu%5Feg%2FDocuments%2FCS%20Bylaw%20Updates%2FUpdated%2FNU%20Computer%20Science%20Program%20%2D%20v18%20Update%20docx%2Epdf&parent=%2Fpersonal%2Fzelmessiry%5Fnu%5Fedu%5Feg%2FDocuments%2FCS%20Bylaw%20Updates%2FUpdated](https://nileuniversity-my.sharepoint.com/personal/zelmessiry_nu_edu_eg/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fzelmessiry%5Fnu%5Fedu%5Feg%2FDocuments%2FCS%20Bylaw%20Updates%2FUpdated%2FNU%20Computer%20Science%20Program%20%2D%20v18%20Update%20docx%2Epdf&parent=%2Fpersonal%2Fzelmessiry%5Fnu%5Fedu%5Feg%2FDocuments%2FCS%20Bylaw%20Updates%2FUpdated)

- The deadline for grade submission to program director and program coordinator is on **18<sup>th</sup> July 2021**. You should send total marks along with letter grade.
- The final letter grade must be posted by course professor on PowerCampus. Each professor can extract his course class list from PowerCampus. You can find the course class list in the link below.

<https://register.nu.edu.eg/PowerCampusSelfService/Home/Login?ReturnUrl=%2FPowerCampusSelfService%2F>



- Students are required to attend all the course sessions and their **attendance should be recorded** (including lectures, tutorials, and labs if any). If a student misses more than 25% of the total number of course sessions, he is not allowed to enter the final exam; however, to apply this rule, the course instructor should give the student an official warning before reaching the absence limit. This can be found in the link below, **page 15**.

[https://nileuniversity-my.sharepoint.com/personal/zelmessiry\\_nu\\_edu\\_eg/\\_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fzelmessiry%5Fnu%5Fedu%5Feg%2FDocuments%2FCS%20Bylaw%20Updates%2FUpdated%2FNU%20Computer%20Science%20Program%20%2D%20v18%20Update%20docx%2Epdf&parent=%2Fpersonal%2Fzelmessiry%5Fnu%5Fedu%5Feg%2FDocuments%2FCS%20Bylaw%20Updates%2FUpdated](https://nileuniversity-my.sharepoint.com/personal/zelmessiry_nu_edu_eg/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fzelmessiry%5Fnu%5Fedu%5Feg%2FDocuments%2FCS%20Bylaw%20Updates%2FUpdated%2FNU%20Computer%20Science%20Program%20%2D%20v18%20Update%20docx%2Epdf&parent=%2Fpersonal%2Fzelmessiry%5Fnu%5Fedu%5Feg%2FDocuments%2FCS%20Bylaw%20Updates%2FUpdated)

- You should **keep a soft and hard copy** of the **best** student paper, the **worst** student paper, and the **median** one in all written examinations. This includes **quizzes, the midterm, and the final**. These soft copies will be submitted as part of the course file in the end of the semester. I will send detailed course file requirements in a separate email soon.
- Cheating on Exams: There are two types of violations of Academic Integrity during the exam:
  1. Verbal Communication: Students talking to each other or signaling are to be first warned, second moved, third dismissed from the exam and marking their exam paper as cheater.
  2. Written Communication: Students suspected to be cheating using a written format on paper, body parts, equipment etc. are to be caught red-handed; that is the apparatus of cheating seized, confiscated, and documented. If on garments of hands or feet, a photo is to be taken by the instructor. If cheating is a paper, staple it/ if cheating is mobile or electronic device: photo the open page on screen. The student paper is to be withdrawn and marked as cheater on it. In both types, the Program Director and the Dean should be notified, and a report written within 24 hours of the incident. The report should show the exact details of the event explaining the time, seating location in class, the tool used, and the exact description of the content (what parts of the exam for example is in that written cheating). Be certain that you remain calm, acting fairly and objectively having all the facts.
- All **lecturers** should have access to the Learning Management System (**MOODLE**).
- Moodle access, upkeep and maintenance situation should be regular and dependable – duty of Professor and TA. When down, IT should report down hours.
- Please give the student a copy of the **course specifications** in the first lecture and post a copy of it on the (**MOODLE**). All templates required for course specs and syllabus is on Moodle course page.
- All professors and TAs are welcome to visit NU Library, find courses resources and references. For more Information, please contact Mr. Ahmed Said Metwaly; [asmetwaly@nu.edu.eg](mailto:asmetwaly@nu.edu.eg).
- Please if you have any excuse of absence from any lecture you should announce the students on MOODLE then send an official email to the program director and the program coordinator.
- Please **keep track of any missed sessions and any compensation** (including missed tutorials and labs).
- For **the quality purpose**, it is required from course instructor to follow the next schedule.

Week 1: Course specs are shared, and Moodle Access will be handled out to the instructor.  
 Week 2: An online form is requested to collect your feedback and final specs signed (link will be send)  
 + Student Load + Syllabus + Office Hours uploaded on Moodle.

Week 8: Submit results of the midterm on excel sheet + midterm exam paper.  
 Week 10: Midterm Model answer + Max-Median-Min's student answer samples + Msterm Answer sheets.  
 Week 11: Early Evaluation results will be send to all instructors  
 Week 16: Submit final course grades, final exam paper, final exam answer sheets, final exam model answer, + Max-Median-Min's student answer samples.  
 Assignments, assignments answer samples, assignments model answer, Quizzes, Quizzes Model Answer, Projects, any other assessments (Description, model answer and samples).  
 Week 17: Final course Evaluation Results will be send to instructors.  
 Week 17: Submit Course report Final Course Report.

- For Useful Information, please see the table below:

Name	Email	School/Dept./Center
Dr. Ahmed Hassan	AHassan@nu.edu.eg	ITCS Dean
Dr. Walaa Medhat	WMedhat@nu.edu.eg	CS Program Director
Dr. Mohamed ElHadidi	MElhadidi@nu.edu.eg	BMD Program Director
Dr Mustafa ElAttaar	MElattar@nu.edu.eg	AI Program Director
Dr. Mohamed ElHelw	melhelw@nu.edu.eg	PHD Program Director
Dr. Nashwa AbdelBaki	nabdelbaki@nu.edu.eg	MSc Program Director
Ms. Zeinab ElMessiry	ZElmessiry@nu.edu.eg	CS Program Coordinator
Ms. Gehad Gomaa	GGomaa@nu.edu.eg	BMD and AI Program Coordinator
Ms. Hala Ahmed	HAhmed@nu.edu.eg	PG Program Coordinator
Ms. Mayssoun Essam	mmilgui@nu.edu.eg	Registrar Manager
IT support	itsupport@nu.edu.eg	Moodle, Internet, and Computers
Library	asmetwaly@nu.edu.eg	NU Library
Clinic	SAhmed@nu.edu.eg	NU Clinic

- **Dr. Walaa Medhat;** CS Program Director; may contact you for coordination purposes.

