

## About this Manual

### **Dear staff member of the German International University!**

It is a great pleasure to welcome you as a new staff member of GIU!

This manual introduces you to your new workplace at GIU by outlining the philosophy and structure of the GIU.

It outlines the university's policies and procedures for its staff members and indicates how policies are to be administered. Consequently, each staff member should be able to use this manual as a guidebook when he or she needs to apply a university policy in a given situation. Every employee should consult this manual to assist in the interpretation of the GIU policies and the philosophy of the University to feel a deeper understanding of their role in the GIU Team.

These policies and procedures will be reviewed on a regular basis and may be revised and modified as necessary and appropriate to reflect the dynamics of the university and to meet changing circumstances. Changes will be communicated to all GIU staff members, and new or revised policies will be distributed to individuals with supervisory responsibility.

This document forms an integral part of the employment contract.

Our young university aims at becoming a leading center of excellence in teaching and research. With the help and contribution of our staff members, we want to create a culture of team spirit, quality and efficiency.

**Looking forward to a successful cooperation!**

## 1. General Information about GIU

### 1.1 Constitution

The German International University, GIU is a German cultural institution headquartered in the New Administrative Capital. The establishment of the GIU is in accordance with the Presidential Decree No. 55 of 2019 in light of the signed agreement in Berlin 29/10/2018, and the Cultural Agreement concluded between the Government of the Arab Republic of Egypt and the Government of the Federal Republic of Germany on October 16, 1960, and on the basis of the Cultural Agreement concluded between the Federal Republic of Germany and the Arab Republic of Egypt on 4 July 1984.

The German International University (GIU) offers academic degrees (Bachelor's and all Postgraduate Degrees) based on the German study curricula, academic standards, study rules and regulations. The German International University offers scientific degrees in a variety of specializations, among others: Engineering, Architecture, Informatics and Computer Science, Economics and Business Administration, Public Administration,

Production Technology, Agricultural Sciences, Biotechnology, Food Industry Technology, Tourism, Design, Restoration, and Pharmaceutical Industry Technology.

The English language is the language of teaching; however, students will study German Language and become acquainted with the German Culture.

Founded by the Academic Consortium of the Largest German Universities of Applied Sciences

- HTW Berlin - University of Applied Sciences
- Berlin School of Economics and Law
- Technical University of Ulm
- German International University (GIU)
- Heilbronn University of Applied Sciences
- UAS7 German Universities of Applied Sciences
  - Berlin School of Economics and Law
  - Bremen City University of Applied Sciences
  - Hamburg University of Applied Sciences
  - Technical University of Cologne
  - Munich University of Applied sciences
  - Münster University of Applied sciences
  - Osnabrück University of Applied sciences

## **1.6 Faculties**

- Faculty of Engineering
- Faculty of Informatics and Computer Science
- Faculty of Economics & Business Administration
- Faculty of Design
- Faculty of Biotechnology
- Faculty of Pharmaceutical Engineering and Technology
- Faculty of Physical Therapy
- Faculty of Architectural Engineering

## Mission and Philosophy

### Vision

Consolidating a platform of German Higher Education System in Egypt, Middle East and the African Region, granting accessibility to the world class German Applied Sciences University Education, promoting to industry and economy in the region through integrating practice-oriented education, academia and state-of-art technology, Enhancing scientific, technical, economic and cultural cooperation between Germany and its partners all over the world.

### Mission

Introduce a unique university teaching and learning experience through innovative solid German education approach that focuses on academic and professional expertise & the nourishment of the students' talents and competencies'

Offer world-class competitive interdisciplinary curricula that are highly practice-oriented making use of state-of-the-art campus infrastructure and industry hands-on experience

Create competitive calibres with unique qualifications fitting to the global job market

Nourish the international study nature inherent through German education model by attracting students from neighbouring countries to enrich diversity

Develop industrial and business networks with the national and international industry leaders in Egypt, Germany and other countries.

Attract and award annual scholarships for academically distinguished students

Train & develop academic & non-academic staff with the most up-to-date technology to create an intellectual atmosphere that copes with the dynamic & progressive industrial global environment

#### 1.1.1 Values:

- **Autonomy and Academic Freedom:** **The university is operating on the foundation of its autonomy and freedom in teaching and research.**
- **Accessibility:** The university is aiming to be accessible to all talented students from all over the globe who seek excellent education in the offered fields of study through a very balanced scholarship program.
- **Neutrality:** The GIU asserts the religious, ideological and political neutrality of all its members of students, staff and management.

- **Diversity and Equality:** GIU encourages the diversity of its community as to gender, race, ethnicity and disability.
  - **Openness:** We will be open, straightforward and inclusive in dealing with our stakeholders and ensure effective communication both internally and externally.
  - **Innovation:** GIU has a creative, market-focused approach to its teaching, research and management activities. Its performance will be measured by indicators of customer satisfaction.
  - **Respect:** All our people are fundamental contributors to the GIU success. Respect and integrity are required in our treatment to each other.
  - **Truth:** We seek truth in our pursuit for knowledge through depending on concrete scientific facts.
  - **Teamwork:** Together we can achieve more through participative problem solving, collaboration and partnerships, and soliciting new ideas.
  - **Flexibility and Responsiveness:** Change and continuous improvement are essential to our continued success.
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## 1.1.2 2.2 Philosophy

GIU is committed to the Total Quality Management philosophy with respect to:

### **Students and Alumni**

- top quality education for students during the whole course of study at GIU
- job placement after graduation
- support for further postgraduate studies

### **Parents**

- parents satisfaction with respect to their children's welfare as well as cost-benefit relationship

### **Staff**

- training and development opportunities for academic and non-academic staff
- provision of high standard teaching and research infrastructure

### **Community**

- social activities and community services
- job opportunities

### **Business**

- developing long term relationships with local, national and international business and industrial partners for internships, mentor ships and employment of our graduates
- research and development partnership between the University and the business community

### **Patron and Partner Universities**

- Development, strengthening and expanding of the multilateral relations with respect to teaching, research and exchange of students based on quality, intensity and mutual benefits and interests

### **Academic Community and Society**

- Becoming a highly respected part of the academic community worldwide

- Providing excellence in preparing young people for the challenges of the future

Please read the detailed GIU philosophy and the educational program carefully (Attachment 1 and 2).

### 3. Employment Policies and Procedures

#### 1.1.3 3.1 Working Hours

Total working hours are **42 hours** per week on campus; five days per week. All academic staff members should be available in campus daily from **10:00 till 16:00**. Friday is the official weekly day off. The second weekly day off is variable as it depends on the course schedule and will be set internally by the University.

The teaching load for academic staff is:

For Professors:	8 hours per week
For Associate Professors/ Lecturers:	12 hours per week
For Assistants:	14 hours per week
For Language Instructors:	24 hours per week
For Applied Arts professor/ lecturers	18 hours per week
For Applied Arts Assistants / Instructors	24 hours per week

Extra working hours/days will not be compensated as all academic positions are considered to be executive jobs.

#### 1.1.4 3.2 Duties and Tasks

Teaching load is defined as hours spent in a lecture, tutorial or lab and does not include the preparation time.

The rest of the working hours include all teaching-related tasks such as preparing the study curriculum, processing and evaluating assignments, quizzes and exams, providing course manuscripts, hand-outs and putting teaching and demonstration material on the GIU intranet. In addition, it includes research as well as other university-administration, -development and -activities tasks like student counseling and advising, office hours, committee assignments, invigilation of exams (please see attachment 3 and 4: "Final Examination Regulation & Procedure") or any other academic or administrative assignments given by the University Management.

#### 1.1.5 3.3 Type of Contract

The standard contract is valid for three years. However, the 3-year validity of the contract will depend on the performance evaluation of the staff.

According to the University's philosophy and based on the performance evaluation, high-performance staff can have their contracts renewed for additional periods.

The contract can be terminated by both sides without any penalty or compensation paid provided that an at least 3-month notice is given by whichever side taking the termination action.

#### 1.1.6 3.4 Performance Evaluation

The purpose of the performance evaluation is to:

- 1) Evaluate the quality of lectures, tutorials and laboratories given to the students
- 2) Continuously improve the quality of teaching and instruction
- 3) provide feedback about each staff member's individual performance

The evaluation process uses a number of criteria including measures of academic performance, active participations in the various committees, university activities, research, publications, students' course feedback, etc. A summary of the final performance evaluation is given to the academic staff member on semester/year basis.

### 1.1.7 3.5 Promotion

A candidate for promotion must fulfill the following qualifications (varies according to the staff member's position):

- Excellent teaching record: includes development of course materials, contribution to thesis supervision, excellent performance evaluation
- Research effort: measured by publications of books or articles, attraction of research grants
- Contribution to student activities, student advising and assistance.
- Participation in committee activities, special assignments and additional duties of the University.

## 4. Benefits

### 4.1 GIU Medical Insurance Plan

GIU will provide a basic group medical insurance plan for all full time staff members.

### 4.2 Life Insurance

GIU will provide Group Life Insurance Plan for all full-time staff. GIU will assume the total cost of the plan. Each new staff member has to fill out the life insurance form (ask Ms. Salma Ibrahim, HR Department).

### 4.3 GIU Tuition

Tuition at GIU is discounted for the children of the full-time staff provided that the staff member is in service for at least one year at GIU and the children are academically qualified for admission to the University.

### 4.4 Consultancies and Research Incentives

One of GIU's goals is to have strong ties with the industry. The university encourages its staff members to get involved in industry sponsored research and consultancy work as part of their responsibilities at GIU. Therefore, up to 33% of the net income from these consultancies through the university will be given as incentives to the team involved. Consequently, the more consultancy assignments the staff members can attract for the university, the more they will strengthen their financial position and improve their performance evaluation records.

### 4.5 Attendance of Conferences, Workshops, etc

Contributions to conferences, workshops, symposia etc in Egypt and abroad will be financially supported by the GIU upon application and approval of the concerned committee according to available budget.

### 4.6 Transportation

GIU provides transportation by bus for its students and staff members to the university campus from different meeting points for a moderate fee. The busses are operating according to the University's schedule.

## 5. Information Technology

The use of information technologies is a fundamental part of GIU's philosophy. Each work station is equipped with modern computing and network facilities.

In order to ensure confidentiality of the information available through the computing system, all users are expected to accept the following IT Policies. Please find more information on the IT Website: <http://it-centre.GIU.edu.eg>.

### 1.1.8 5.1 GIU Identification Card Policy

All GIU staff will obtain a GIU identification card as soon as they submit the ID Card Request Form (to be downloaded from the Template Drive "Personnel & Legal") and a photograph and start work with the GIU. Each staff member must maintain a current card for the entire period that he/she is affiliated with the GIU.

#### **Features**

The front of the card includes a photo of the cardholder; the cardholder's first and last name; the cardholder status with the University; and the cardholder's unique ID number. In the back of the card the GIU web site and address and the ID card serial number are printed.

#### **Functionality**

The identification card is intended to serve as proof of an individual's status with the GIU. The cards are used for security and attendance purposes. The card is a proximity card which contains an identification number used to verify and admit the access to the GIU campus for authorized parties only. A remote online-database is storing all the cardholder's data and transactions made by the cardholder at the different access locations. Cardholders may use the card to access various privileges throughout the University. Depending upon one's status, these may include the permission of entering specific rooms or zones on the campus. Card readers are installed at the following locations:

- Main Gate (Car entrance / exit)
- Main Gate (Pedestrian entrance / exit)
- Special areas (i.e. labs, computer room)
- Parking Area B7 (Pedestrian entrance / exit)

Each staff member is obliged to use the identification card while entering and leaving the campus.

### **Replacement Fee**

The initial identification card is issued without charge. The cardholder is responsible for the care and safekeeping of the card. If the card is lost or stolen, there is a 100 LE fee for its replacement. If a card becomes unusable due to normal wear and tear, it will be replaced at no charge.

### **GIU Identification Card Policy**

#### User Responsibilities

The GIU ID card is a proximity card which contains an embedded antenna. Any misuse of the card can result in breaking the antenna and the card will not function properly. In order to protect your GIU ID card you should comply with the following guidelines.

#### **DO**

- Protect your card from damage or wear by placing it in your wallet
- For reading the ID card correctly, approach the ID card parallel to the card reader's head (which is a green illuminated LED on the reader box). For the pedestrian entrance/exit readers up to 10 cm distance, for car entrance/exit readers up to 70 cm distance from the card is possible.
- Do report the loss or theft of the card immediately to the GIU IT Centre so that the accessibility of the card to any location can be blocked. If such loss or theft occurs after regular office hours or on the weekend, the report should be made to the GIU Security Department. It is important that the missing card is reported as soon as possible since the card could be misused. A new ID card will be issued promptly and the old card will be invalidated. There is a 100 LE charge for this service. A receipt will be issued and is to be

presented when requesting a replacement card at the GIU IT Centre. Once a replacement card is issued, no refund will be made, even if the missing card is found.

- Do report a lost ID card if found, it should be reported to the GIU IT Centre. Arrangements will be made to retrieve the card. The card should not be sent in the mail to any office.
- Do return your identification card to the GIU IT Centre when you are no longer affiliated with the University.

#### **DO NOT**

- Do not expose the card to fire, heat or water.
- Do not scratch the card
- Do not bend, break or punch holes in the card as doing so may render it invalid.
- Do not deface or modify the ID card in any way.
- Do not use stickers, pins, or other items affixed to the GIU ID card in order to preserve its useful life.

#### **Please note the following**

- The cardholder agrees to abide by the policy; and, to the display of his or her picture on the campus identification card. The card is and at all times shall remain the property of the GIU. It may be revoked at any time by the GIU if misused. It must be presented or returned upon request by an appropriate University official.
- Any transfer, alteration, falsification, or forgery of a GIU identification card constitutes a violation of University policy and may result in an appropriate disciplinary action. In addition, fraudulent or illegal use of the GIU identification card might result in criminal charges and/or civil proceedings.

#### **1.1.9 5.2 GIU Electronic Mail Policy**

#### **User Responsibilities**

These guidelines are intended to help you make the best use of the electronic mail facilities at your disposal. You should understand the following.

- The GIU provides electronic mail to staff to enable them to communicate effectively and efficiently with other members of staff, other universities, companies and partner organizations.

When using the GIU's electronic mail facilities you should comply with the following guidelines.

### **DO**

- Do check your electronic mail daily to see if you have any messages.
- Do include a meaningful subject line in your message.
- Do check the address line before sending a message and check you are sending it to the right person.
- Do take care not to express views which could be regarded as defamatory or libelous.
- Do organize your electronic mail in an online filing system. If you have any questions ask GIU IT staff for assistance.
- Do print and file official outgoing and incoming electronic mail in a folder with your name.

### **DO NOT**

- Do not use your electronic mail to make any commitment as a GIU representative or employee.

- Do not use your electronic mail for transferring material of a pornographic, racist or extreme political nature, or which incites violence, hatred or any illegal activity.
- Do not use your electronic mail for transferring offensive material over the GIU communication system. This includes also, messages, jokes, or forms which create an intimidating or hostile work environment.
- Do not use the GIU communications system to set up personal businesses or send chain letters.
- Do not forward confidential messages to locations outside the university. They should be distributed to personnel only.
- Do not break into the system or to use a password/mailbox unauthorized.
- Do not use your electronic mail to send BCC (Blind carbon Copy) emails for internal communication inside the university.
- Do not broadcast unsolicited personal views on social, political, religious or other non-university related matters.
- Do not use your electronic mail for solicitation to buy or sell goods or services except on junk mail or ad-hoc mail groups.

**Please note the following**

- All electronic mail activity is monitored and logged.
- All electronic mail coming into or leaving the GIU is scanned for viruses.
- All the content of electronic mail is scanned for offensive material.
- If you are in any doubt about an issue affecting the use of electronic mail you should consult the GIU IT Management.
- Any breach of the GIU's Electronic Mail Policy may lead to disciplinary action.

### 1.1.10 5.3 GIU Internet Access Policy

#### User Responsibilities

These guidelines are intended to help you make the best use of the Internet resources at your disposal. You should understand the following.

- The GIU provides Internet access to staff to assist them in carrying out their duties for the University. It should not be used for personal reasons.
- You may only access the Internet by using the GIU's scanning software, firewall and router.

When using the GIU's Internet access facilities you should comply with the following guidelines.

#### **DO**

- Do keep your use of the Internet to a minimum.
- Do check that any information you access on the Internet is accurate, complete and current.
- Do check the validity of the information found.
- Do respect the legal protections to data and software provided by copyright and licenses.
- Do inform the GIU IT Department immediately of any unusual occurrence.

#### **DO NOT**

- Do not download content from Internet sites unless it is work related.
- Do not upload any information to the Internet unless this information is work related and you are authorized to do so.
- Do not download software from the Internet and install it upon the GIU's computer equipment, unless it is work related.
- Do not use the GIU's computers to make unauthorized entry into any other computer or network.
- Do not intentionally disrupt or interfere with other computers or network users, services, or equipment.
  
- Do not represent yourself as another person.
- Do not use Internet access to transmit confidential, political, obscene, threatening, or harassing materials.
- Do not download text or images which contain material of a pornographic, racist or extreme political nature, or which incites violence, hatred or any illegal activity.
- Do not access copyrighted information in a way that violates the copyright.

**Please note the following**

- All activity on the Internet is monitored and logged.
- All material viewed is scanned for viruses.
- All the content viewed is scanned for offensive material.
- If you are in any doubt about an issue affecting Internet Access you should consult the IT Management.
- Any breach of the GIU's Internet Access Policy may lead to disciplinary action.

### 1.1.11 5.4 GIU PC Access Policy

#### User Responsibilities

These guidelines are intended to help you make the best use of the GIU computer resources at your disposal. When using your GIU PC you should comply with the following guidelines.

#### **DO**

- Do protect equipment from theft and keep it away from food and drinks.
- Do ensure that all important data is backed up regularly. Liaise with the GIU IT department if you require assistance.
- Do make sure that on every occasion that floppy disks and other media are brought in to the University that they are checked for viruses before use.
- Do inform GIU IT staff immediately if you think that your PC may have a virus.

#### **DO NOT**

- Do not install any software on your machine or alter its configuration, this work may only be undertaken by GIU IT staff.

#### **Please note the following**

- Your PC will be audited periodically.

### 1.1.12 5.5 GIU User Access Policy

#### User Responsibilities

These guidelines are intended to help you make the best use of your GIU user account. You should understand the following.

- Information is an asset, sometimes a priceless asset. You are individually responsible for protecting the data and information in your hands. *Security is everyone's responsibility!*
- Recognize which data is sensitive. If you do not know or are not sure, ask the GIU IT department staff.
- Use your GIU user account only for the benefit of the GIU.
- Understand that *you* are accountable for what *you* do with your user account.

When using your GIU user account you should comply with the following guidelines.

#### **DO**

- Do choose a password that would be hard to guess and consist at least of 8 characters.
- Do log off before you leave your workstation, if you are working on sensitive information or leaving your workstation for any length of time.

#### **DO NOT**

- Do not write down your password.

- Do not share or disclose your password.
- Do not give others the opportunity to look over your shoulder if you are working on something sensitive.
- Do not duplicate or copy software.

**Please note the following**

- Logins to, and use of GIU's network are monitored and audited.

## 6. Professional Conduct and Ethics

### 1.1.13 6.1 Plagiarism

Plagiarism is a form of dishonesty that occurs when a person passes off someone else's work as his or her own. It is a serious academic offence which will have serious consequences. Any suspect of plagiarism should be reported at once to the dean for the purpose of further investigations.

### 1.1.14 6.2 Sexual Harassment

The GIU is committed to provide its students and all staff members a secure and pleasant educational and working environment. Any form of harassment, including sexual harassment, is not tolerated and will be thoroughly investigated.

Any person who believes that she/he has been a subject to sexual harassment should report to the department head or next higher administrative authority. The report and the identity of the involved person will be treated strictly confidential and with utmost discretion. The complainant may choose between an informal mediation and a formal investigation.

### 1.1.15 6.3 Ownership and Use of GIU Documents, Name & Logo

The following describes GIU policy governing the use of GIU documents, name and logo.

- Documents produced, received or filed in connection with GIU activities are considered the property of the University. For purposes of this policy, the word "document" includes any memorandum or a communication, whether by paper, film, video, audio, electronic or other media. It also includes any course materials used in teaching. The term "activities" includes administration of a department, faculty, laboratory, office or other entity of the University.
- GIU registered name, logo and other symbols and marks that are representative of GIU, are considered the property of the University and may be used only with permission of the University administration.

#### **Documents, Name and Logo Policy**

- The documents, name and Logo of the university are among the University's most valuable assets.
- Staff share in the benefits associated with the University's name and logo, and therefore they also share responsibilities concerning their use.
- Courses taught and courseware developed for teaching at GIU belong to GIU and will not be further distributed without permission of the University. Use of the GIU documents, name and logo in association with the distribution of such materials outside the University must be approved by the President.
- The University will protect its documents, name and logo actively from improper or misleading use by staff or students that may reflect negatively on the university's reputation.
- **Prohibited Uses:** GIU does not permit its documents, name and logo to be used:

- In connection with political or religious activities.
- In improper or misleading ways that may negatively affect or ruin the university's reputation or image
- **Disciplinary actions:**

The university will ensure that disciplinary actions, ranging from suspension to termination of contract, are taken against any inappropriate use of documents, name and logo that may reflect negatively on GIU image and reputation.

- **Approval for Use:** approval should be obtained from the President

#### 1.1.16 6.4 Data Protection

With reference to above subject, and as per University policy, staff and researchers must obtain consent from the university administration to process student data (personal or academic data) from data subjects for research and statistical analysis. Such data includes:

- Academic marks or course work details.
- Disciplinary records.
- Health and medical matters.
- Any statements of opinion about abilities or performance.
- Personal details including name, address, date of birth, telephone numbers, etc.
- Academic or employment references.

Except with the special permission of the University, researchers/ staff will not use the research results for commercial gain nor publish the methods and results or any other matters given as part of the teaching/ research of the University to ensure that confidentiality is maintained.

Except with the special permission of the University, students are totally prohibited to be used in research.

A proposal should be presented to the University president with the clearly defined objectives, the data needed for the research in order to obtain approval.

#### 1.1.17 6.5 Image and prestige of the GIU

Our staff members are representatives of the GIU and carry the image and reputation of the University. Therefore, everyone is asked to act accordingly when meeting any external parties like parents, companies, institutions, media and others.

Any contacts with third parties on behalf of the GIU should be communicated and coordinated with the university management beforehand. Any contacts with the media require the approval of the University and the cooperation of the GIU media department.

## 7. Leaves

### 1.1.18 7.1 Public Holidays

The employee is entitled to a full paid leave for the following official holidays (the exact calendar dates will be published in the internal academic calendar):

- The 1<sup>st</sup> day of Moharam (Islamic New Year)
- The 12<sup>th</sup> day of Rabie the first (Prophet Mohamed's birthday)
- The 1<sup>st</sup> & 2nd days of Shawwal (1<sup>st</sup> Barium)
- The 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> days of Zoelhegga (2<sup>nd</sup> Barium)
- The 7<sup>th</sup> of January (Christmas for Coptic Orthodox)
- The Easter (between March and April)
- The 25<sup>th</sup> of April (Sinai Liberation Day)
- The 1<sup>st</sup> of May (Labor Day)
- The 23<sup>rd</sup> of July (Revolution Day)
- The 6<sup>th</sup> of October (Armed Forces Day)

In addition, extra days are given off by the GIU:

The 1<sup>st</sup> of January (New Year)

The 24<sup>th</sup> & 25<sup>th</sup> of December (Christmas)

Normally, these leaves are taken on their due time, but the university has the right to make the employee perform his job if the work conditions require so.

### 1.1.19 7.2 Annual Leave

The annual leave is 30 working days per year provided that the employee spends six months in service. In case the leave will be more than six consequent days (including official holidays or weekends) the employee is asked to submit the "annual leave form" (to be downloaded

from Templates Drive " X:\VI (Personnel & Legal)\Forms & Templates\Templates for Academics") at least four weeks before the desired date for vacation. For shorter vacation the written application has to be submitted at least one week before.

Normally, for academic staff members **no annual leave is allowed during the academic semester.**

The leave form has to be signed by the employee himself, the employee who will replace him/her during the vacation and submitted to the faculty Academic Coordinator. Then the Academic Coordinator after adding all employee duties will forward it to the Head of the Department , the Dean and to the Human Resources Department for the final approval.

The annual leave will be approved, if an adequate employee for replacement is available for that period and if the overall situation (sum of vacations taken at the same time within the department, exceptional working situation which requires the employee's attendance, examination periods, admission periods) allows the absence of the employee and does not disturb the continuous operation of the University.

#### 1.1.20 7.3 Accidental Leave

Accidental leave is the leave taken by an employee, as a result of unexpected circumstances (severe cases like death of a second degree family member... etc), in which there is no choice except absence from work. In this case the employee should inform the head of department with the reasons of absence on the same day of the leave. Absence from work with accidental reason should not exceed **six days per year** with a maximum limit of **two consecutive days** each time during the year. This leave will be **counted as part of the annual leave** of the employee.

Right after the employee returns to work from the accidental leave, the "accidental leave form" must be filled out (to be downloaded from Templates Drive " :\VI (Personnel & Legal)\Forms & Templates\Templates for Academics" and needs to be signed by the Head of the Department. Then it has to be submitted to the Academic coordinator no later than 48 hours after return to work.

#### 1.1.21 7.4 Sick Leave

The employee on the same day has to inform the Head of the Department & GIU clinic about the absence.

Right after returning to work from the sick leave the employee has to fill out the "sick leave form" within 48 hours (to be downloaded from Templates Drive :\VI (Personnel & Legal)\Forms & Templates\Templates for Academics") and attach a medical report which has to be submitted to the University's physician. If the employee feels sick at work the University's physician may be consulted and write a sick report after medical examination which substitutes the medical report.

The University's physician needs to sign the "sick leave form" before the employee submits it to the Academic Coordinators.

In case of longer or frequent sick leaves the University is entitled to demand a medical examination through the university's physician & it must be forward to the Human Resources Department.

**For any questions or in case of an emergency you are kindly requested to contact Dr. Osama Hasanein (Ext. 3170 - Mobile: 0122-4439211 or Email: [osama.hassanien@GIU.edu.eg](mailto:osama.hassanien@GIU.edu.eg)).**

#### 1.1.22 7.5 Compensation Leave

In order to be eligible for a compensation, the employee must first be present on campus on his/her day off and for a valid reason assigned by either the schedule (i.e. proctoring, exams, etc...) or assignment from the Head of Department/Dean. Another necessity is the employee must be present for a full working day with a maximum limit of **two consecutive days within the same month (not after the 10th)**.

#### 1.1.23

#### 1.1.24 7.6 Marriage Leave

GIU gives an extra ten-day-vacation starting from the date of marriage for employees who have been employed for 10 months or more. The employee has to submit the "Marriage leave

form" at least four weeks before the required vacation (to be downloaded from Templates Drive: \VI (Personnel & Legal)\Forms & Templates\Templates for Academics").

#### 1.1.25 7.7 Maternity leave

The Maternity is 90 Calendar days for female employee who spent 10 months in service or more. The employee has to fill out the "leave form" (to be downloaded from Templates Drive (to be downloaded from Templates Drive: \VI (Personnel & Legal)\Forms & Templates\Templates for Academics") and attach a medical report which define the due date or a copy of the birth certificate to the University's physician.

The maternity leave is offered only three times during the employment years. – As per labor law article no.91

#### **PLEASE NOTE:**

- It is the employee's responsibility to submit the right leave form for each absent working day. Any unexcused absence will result in either deduction of the annual leave balance or the salary in addition to the penalties stated by law.
- All the articles of the Labor Law (No. 12/2003) have to be considered in case they are not mentioned in this internal policy.

**All leave forms should be submitted to the Academic Coordinators.**

## 8. Attachments

### **Attachment 1: Philosophy**

#### **11-1- University Objectives:**

- 11-1-1- To be a center of excellence in higher education and scientific research in Egypt and in the region
- 11-1-2- Introducing non-traditional fields of science and technology and always a step ahead
- 11-1-3- Supplying the local, regional and international labor market with highly qualified graduates, who can deal with challenges and competitions created by global economy and who can adopt leading roles and positions in their institutions
- 11-1-4- Providing continuous training and educational programs to public and thus helping individuals to acquire updated knowledge and experience, thus contributing to community development
- 11-1-5- Attracting students with high potentialities from high school graduates
- 11-1-6- Creating an excellent and self-contained atmosphere of work and study for both personnel and students
- 11-1-7- Opening new channels for Egyptian-German cooperation in higher education as well as in basic and industrial research
- 11-1-8- Creating scientific, cultural and business links with national and international institutions in Egypt, Germany and other countries

#### **11-2- University Philosophy:**

- 11-2-1- To create an integrated system for total quality management linking all the university sectors operation and activities ensuring no repetition or duplication of work or antagonist interference
- 11-2-2- To settle from the start the policies and procedures for each division clearly & definitely to avoid confusions and to allow the German partners (after arrival to GIU) to instantaneous and perfect adoption to the system without any delay
- 11-2-3- To ensure satisfaction for all concerned parties of service, namely:

##### **1-1-2-3-1-1- Students:**

- Getting complete and wide variety of high quality services in campus
- Getting enough training, seminars, office hours with the teaching staff and others

- Getting suitable and enough advice in time with respect to student counseling
- Having a clear overview about the whole education system from the very beginning (admission, teaching, programs, basic & electives courses, load, corrections, evaluation, records, examination rules, activities, attendance, lab regulations and safety...)
- Building and strengthening their analytical skills and character
- Learning team work spirit and qualifying them to be leaders,
- Controlled rate of progress and examination records
- Having the possibility for make up in the proper time, if needed
- Getting top cultural and social, physiological, health care programs
- Having enough time to learn and to live
- Binding them to GIU after graduation, through Alumni activities or others, so that social & intellectual integration with GIU community is maintained
- Giving attention to students with special needs
- Providing a balanced program for scholarships
- Providing social safety for unforeseen problems or catastrophes
- Continuous access for training in the best institutions during study and thereafter for employment
- Having the access and possibility for vocational training after graduation
- Respecting the differences in cultures and background and minimizing the diversity in social levels inside GIU campus
- Accreditation of the awarded degree by the German partner universities
- The possibility of continuing their education in German Universities without additional approval of certificates

#### 1-1-2-3-2- Families:

1-1-2-3-2-1- Complete satisfaction with respect to cost/benefit relationship

1-1-2-3-2-2- No additional financial burden is claimed other than what has been paid or announced concerning the educational services and related activities

1-1-2-3-2-3- Complete & wide offer of integrated top services (arbitrary) with clear regulations and defined costs (buses, food, hostel, stationary,)

1-1-2-3-2-4- Graduates can easily get jobs in first class institutions and will have recognition with respect to positions, salaries and social packages

1-1-2-3-2-5- No need to have additional stress and an for intensive follow up for their children during study, as GIU system will create a continuous and meticulous follow-up mechanism

that could assist in getting satisfactory academic records without damaging the individuality and the creative characters in students and also without interfering in their personal affairs

1-1-2-3-2-6- Social care and supervision for student coming outside Cairo

1-1-2-3-2-7- Participation in the GIU cultural activities

**1-1-2-3-3- Teaching staff:**

1-1-2-3-3-1- Working with full time job concept (42hr/week) including research, student counseling, examinations, administration & fund raising for projects.

1-1-2-3-3-2- Incentives, motivation, social package,

1-1-2-3-3-3- Family concept for working, social atmosphere, team spirit

1-1-2-3-3-4- Transparency in promotion and incentive mechanism through clear evaluation system and measures

1-1-2-3-3-5- Least number of potential teaching staff with better salary and incentives

1-1-2-3-3-6- Stability in jobs and perspective for promotion

1-1-2-3-3-7- Allowing junior staff to grow up in system & Senior staff with international caliber who can lead and allow for building up second and third ranks through consideration, respect for creativity and allowing & supporting promotion for distinguished juniors

1-1-2-3-3-8- Productivity, academic achievements, discipline, educational talents, student relations & opinions are the basic measures for promotions and occupying leading positions not the age or seniority

1-1-2-3-3-9- Conducting research of international standards

1-1-2-3-3-10-Simple way for administration

1-1-2-3-3-11-Clean & healthy environment in working places & everywhere in campus

1-1-2-3-3-12-Clear hierarchy

1-1-2-3-3-13-Continuous training & development programs

**1-1-2-3-4- Personnel:**

1-1-2-3-4-1- Excellent & stimulating atmosphere for work

1-1-2-3-4-2- Clear job description & responsibilities

1-1-2-3-4-3- To settle clear relations within the organization system

1-1-2-3-4-4- Clear regulations for representative process in vacations and absence from job and clear task distribution mechanism

1-1-2-3-4-5- Clear and transparent procedure and policies for all departments

1-1-2-3-4-6- Clear links between extraordinary achievement and incentive systems

1-1-2-3-4-7- Administration using the state of the art of IT-technology

1-1-2-3-4-8- Clear and transparent evaluation systems and measures for promotion

1-1-2-3-4-9- Attract German & Egyptian personnel with high calibers to join GIU teams

1-1-2-3-4-10-To select employee who are patient enough to read and follow up systems and apply institution polices and at the same time can suggest modification in the system for the decision makers to take it into consideration

1-1-2-3-4-11-To appoint the least number of efficient personnel for better packages

1-1-2-3-4-12-Horizontal hierarchy

**1-1-2-3-5- Suppliers, service providers:**

1-1-2-3-5-1- Clear specifications for supplies up to the finest details

1-1-2-3-5-2- Clear & efficient mechanism for evaluation & approval of supplies, supplier & prices

1-1-2-3-5-3- Stable and efficient relation between all parties

1-1-2-3-5-4- Guarantee of completion of task with best offer and service

1-1-2-3-5-5- Simple mechanism and shortest time period of payment as agreed upon

1-1-2-3-5-6- Direct control of getting service in right proportion with payment

1-1-2-3-5-7- No payment in advance

1-1-2-3-5-8- Multi-supplier concept for the same item to avoid monopole and emergencies

1-1-2-3-5-9- No extra stock above the agreed and approved level decided by the management board

1-1-2-3-5-10-Attract companies to cooperate with GIU through balanced and stable relation with acceptable cost level and excellent services

**1-1-2-3-6- Civil community & business sector**

1-1-2-3-6-1- The best interaction is attained by providing needed training & educational programs & other services at the right time and always earlier and better than competitors

1-1-2-3-6-2- Having always a finger print in offered services even traditional ones, i.e. customer oriented via continuous market research & self-evaluation

1-1-2-3-6-3- Offering some selected social activities & community services for free or at low cost or supported by GIU

1-1-2-3-6-4- Fulfill the expectations of German & Egyptian industry in Egypt

1-1-2-3-6-5- Fulfill expectation of the German cooperating universities and industry

1-1-2-3-6-6- External expertise to contribute in educational & community service programs

#### **1-1-2-3-7- GIU founders & Sponsors & external resources providers**

1-1-2-3-7-1- Efficient financial control for their project or sub-projects

1-1-2-3-7-2- Enough and suitable reporting mechanism for auditing and follow-up and information about results

1-1-2-3-7-3- Continuous development and evaluation of the profitability of various processes and justifications of cost/benefit relationship

1-1-2-3-7-4- Attracting students from other countries

1-1-2-3-7-5- Excellent image inside Egypt, regionally and internationally

#### **11-2-4- Structure of Institution**

1-1-2-4-1- No duplication of work and jobs with minimum number of efficient personnel

1-1-2-4-2- Clear and simple organization structure

1-1-2-4-3- Total quality management concept

1-1-2-4-4- Accessible, simple and susceptible for management and development

1-1-2-4-5- Electronic administration through predefined policies & procedures

1-1-2-4-6- Efficient auditing system

1-1-2-4-7- Strong and efficient reporting and statistics method so that a self-correcting mechanism can be attained during or latest within 3 months after accomplishing the first run (Complete & stable structure & system after 6 years with full capacity)

1-1-2-4-8- Responding to market & customer needs and feedback of different institutions (interactive structure)

1-1-2-4-9- Expandable without bugs

1-1-2-4-10- Maximum flow of information

1-1-2-4-11- Clear regulations

1-1-2-4-12- Detection & promotion of excellent employee should be foreseen

1-1-2-4-13- Clear evaluation mechanism

1-1-2-4-14- Allowing for internal auditing and exchange of positions and representations

#### **11-2-5- Educational Program**

- 1-1-2-5-1- Non traditional fields dealing with innovative and advanced sciences & technology
- 1-1-2-5-2- Strong and complete basic courses in an integrated form (with no repetition) that serves in;
- 1-1-2-5-2-1- Studying interdisciplinary subject with no difficulties
- 1-1-2-5-2-2- Using the analytical scientific tools in the best way in solving problems and achieving new tasks and challenging objectives
- 1-1-2-5-2-3- Increase the ability for creative work and analytical way of thinking
- 1-1-2-5-2-4- Creating the ability to handle and to achieve and new tasks in short time successfully
- 1-1-2-5-3- Unified course coding system
- 1-1-2-5-4- Include enough training and exercises
- 1-1-2-5-5- Include enough visual demonstrations and practical work and applications
- 1-1-2-5-6- Clear objective of each course not only for the professor but also for the students
- 1-1-2-5-7- Suitable time weight which should be proportional to content and importance for a certain study program
- 1-1-2-5-8- Study load per semester should be comparable to German, Egyptian & international standards
- 1-1-2-5-9- Fulfilling the requirement of the German accreditation so that student can continue his education without any further academic procedures in any German or international universities
- 1-1-2-5-10- The graduate of GIU should be very attractive for the national and international industry and research centers in Germany and Egypt
- 1-1-2-5-11- Include an internship program in business sector
- 1-1-2-5-12- Include seminars and projects
- 1-1-2-5-13- 50% of study load (practical & exercises) is involved in doing something by hand and the other 50% in receiving (lectures and seminar)
- 1-1-2-5-14- Enough and excellent study materials and references (books, manuscripts...) that allow students to follow the lectures without external aid
- 1-1-2-5-15- The teaching programs should be designed and standardized in content, teaching and examination method so that more than one professor can give the lecture and others may participate in the exam, without affecting the quality of information given to the students in order to minimize the variance in the academic grades from group to group and from year to year (Standardized measures)
- 1-1-2-5-16- The sub division of courses should be designed to allow for the possibilities of fast & repeated make up without delay or lengthen the study period or affecting the quality and the level of student acquirement

- 1-1-2-5-17- Standardized exams to allow for evaluation of the teaching staff
- 1-1-2-5-18- University requirement courses as well as basic courses should be taught in the same semester in order to allow for better and easier coordination
- 1-1-2-5-19- Time should be left for student for other activities like sport physical fitness, attendance of general and cultural events and social activities
- 1-1-2-5-20- Graduate projects should be accomplished with the aim to produce publications in international journals

## 11-2-6- **Facilities**

- 1-1-2-6-1- Labs and educational units:
  - 1-1-2-6-1-1- Top modern and advanced facilities
  - 1-1-2-6-1-2- No multiplication in expensive equipment
  - 1-1-2-6-1-3- Enough for groups of the size of 30 students +not more 10% spare units
  - 1-1-2-6-1-4- Facilities for under-graduate labs can be used for in research purposes
  - 1-1-2-6-1-5- Maintenance mechanism either internal or contracts should be available
- 1-1-2-6-2- Sport facilities:
  - 1-1-2-6-2-1- Best quality and supervision
  - 1-1-2-6-2-2- Cooperation with other universities
  - 1-1-2-6-2-3- Considered as part of educational programs
  - 1-1-2-6-2-4- Encouraging sport activities among students & staff
- 1-1-2-6-3- Services units:
  - 1-1-2-6-3-1- Top quality services
  - 1-1-2-6-3-2- Reasonable costs and prices adopted for students
  - 1-1-2-6-3-3- Profit center concept to get resources for contributing to the educational process
  - 1-1-2-6-3-4- Continuous evaluation & control of cost and quality as well as continuous development & improvement of services

## 11-2-7- **Finance**

- 1-1-2-7-1- Resources:
  - 1-1-2-7-1-1- From GIU founders

1-1-2-7-1-2- Student study tuition & fees

1-1-2-7-1-3- Donations, gifts and external resources

1-1-2-7-1-4- Third parties projects and international institutions for research projects and special purposes

1-1-2-7-1-5- University service centers

## **Attachment 2: Educational Program**

### **5.1 Academic Program**

5.11 Calendar:

5.11.1 Definition of important dates for the first and following years:

5.11.1.1 WS start/end/length/exam

5.11.1.2 SS start /end/length/exam

5.11.1.3 Third semester & summer courses

5.11.1.4 Activities done as practical & training: type/length/calculation as load

5.12 Curricula (2<sup>nd</sup> run):

5.12.1 Complete revision and modification for each program as structure and content by founding deans

5.12.2 Completing the detailed content

5.12.3 Identification of reference books (English versions or what could be available)

5.12.4 Consultation between partners in Ulm and Stuttgart

5.12.5 Revision for all programs as structure, length, teaching load per semester and matching with German Standards & University objectives and philosophy and applying international accreditation standards

5.12.6 Revision & unification of course codes for all study programs to be uniformly for the whole university

5.12.7 Development of regulation of exams

5.12.8 Development of concept for:

5.12.8.1 Independent study

5.12.8.2 Seminar (discussion)

5.12.9 Revision and approval by the Egyptian side

5.12.10 Modifications by the German side, if any needed

5.12.11 Approval by the faculties in Ulm & Stuttgart

5.12.12 Preparation of the final version to be used in University study book and in the web-site

5.12.13 Loading in Web-site for students and recruitment purposes of staff

5.12.14 Defining reference books and teaching materials for each semester

5.12.15 Defining experimental equipments for each semester

5.12.16 Defining needs for practical labs as modules for whole academic study and time schedule for each module

5.12.17 Defining the quality of teaching staff and assistant from both sides depending on the offered curricula

### 5.13 Resources:

#### 5.13.1 Books and teaching materials:

5.13.1.1 Translation process, if needed:

5.13.1.1.1 Approval for source

5.13.1.1.2 Agreement upon translation mechanism

5.13.1.1.3 Searching for translation body

5.13.1.1.4 Contracting

5.13.1.1.5 Review by authorized

5.13.1.1.6 Approval of final version

5.13.1.2 Defining quantities

5.13.1.3 Contacting suppliers (publishers)

5.13.1.4 Approval of samples and numbers of hard packed and economy editions

5.13.1.5 Negotiation for kind, type of relation and method of supply (direct or third party)

5.13.1.6 Getting some education copies latest by 1.1.2003 for preparation of the Egyptian and German staff

5.13.1.7 Preparation of library collection list

5.13.1.8 Contracting/order for supplier or third party

5.13.1.9 Delivery

5.13.1.10 Storage place until distribution for students

5.13.1.11 Coding for library

5.13.1.12 Data entry in IT-system

5.13.1.13 Method of delivery for student and teaching staff

#### 5.13.2 Equipment and teaching aids:

5.13.2.1 Audio – visual equipment:

5.13.2.1.1 Definition of types/quantity/specification

5.13.2.1.2 Purchase

- 5.13.2.2 Defining of the labs and teaching aids needs according to curricula as modules
- 5.13.2.3 Defining a concept for the method of teaching of practical courses and therefore the number of groups and teaching hours/type/number of students
- 5.13.2.4 Matching the concept with the university objectives and philosophy
- 5.13.2.5 Approval by University board
- 5.13.2.6 Calculating the number of required modules based on:
- 5.13.2.6.1 Number of groups
- 5.13.2.6.2 Available teaching staff and space
- 5.13.2.6.3 Teaching concept for practical teaching
- 5.13.2.7 Preparation of complete list of experiments requirements for:
- 5.13.2.7.1 Lectures
- 5.13.2.7.2 Labs
- 5.13.2.7.3 Demonstrations
- 5.13.2.8 Preparation complete list for supplies and consumables
- 5.13.2.9 Sorting and defining quantities from each type
- 5.13.2.10 Contacting supplier for offers
- 5.13.2.11 Gathering of offers
- 5.13.2.12 Forming committees for inspection of offers:
- 5.13.2.12.1 Technical
- 5.13.2.12.2 Financial
- 5.13.2.13 Negotiation
- 5.13.2.14 Approval for supply
- 5.13.2.15 Contracting
- 5.13.2.16 Delivery
- 5.13.2.17 Inspection and installation
- 5.13.2.18 Development of the concept of course organization:
- 5.13.2.18.1 Personnel
- 5.13.2.18.2 Deputat
- 5.13.2.18.3 Number
- 5.13.2.18.4 Schedule and study plan

- 5.13.2.18.5 Reserve
- 5.13.2.18.6 Participation of German assistance (quantity)
- 5.13.2.19 Training of all teaching staff:
  - 5.13.2.19.1 Local
  - 5.13.2.19.2 German
- 5.13.2.20 Approval of concept by GIU board and securing for space and time
- 5.13.2.21 Re-modification of concept of course organization, if needed and approval
- 5.13.2.22 Reporting to GIU board by the current status with respect to:
  - 5.13.2.22.1 Personnel
  - 5.13.2.22.2 Equipment
  - 5.13.2.22.3 Space
  - 5.13.2.22.4 Any problems
- 5.13.2.23 Preparation of documentations for the labs
  - 5.13.2.23.1 Translation to English
  - 5.13.2.23.2 Revision & approval
  - 5.13.2.23.3 Editing and publishing
- 5.13.3 Teaching Staff:
  - 5.13.3.1 Defining specialties and teaching hours/type
  - 5.13.3.2 Preparation complete and detailed lists of teaching staff and assistances
  - 5.13.3.3 Preparation of job description lists indicating:
    - 5.13.3.3.1 Timing of need
    - 5.13.3.3.2 Courses
    - 5.13.3.3.3 Dates
    - 5.13.3.3.4 Progress of departments over the next 4 semesters
  - 5.13.3.4 Approval by GIU board
  - 5.13.3.5 Defining the German contribution in teaching
  - 5.13.3.6 Defining the mission and philosophy of research in institutions
  - 5.13.3.7 Pre-definition of cost estimate for basic requirement for research and resources
  - 5.13.3.8 Recruitment of German staff:
    - 5.13.3.8.1 Formation of recruitment committee

- 5.13.3.8.2 Contracting
- 5.13.3.9 Preparation of concept for structure of department
- 5.13.3.10 Setting criteria for selection
- 5.13.3.11 Announcing for the rest of the positions for Egyptians
- 5.13.3.12 Formation of committees
- 5.13.3.13 Pre-screening for candidates
- 5.13.3.14 Extended application forms
- 5.13.3.15 Pre-selection
- 5.13.3.16 Interview
- 5.13.3.17 Approval by board
- 5.13.3.18 Contracting
- 5.13.3.19 Preparation of orientation programs (for staff):
  - 5.13.3.19.1 Material collection
  - 5.13.3.19.2 Staff
  - 5.13.3.19.3 Place
- 5.13.3.20 Orientation program:
  - 5.13.3.20.1 Philosophy
  - 5.13.3.20.2 Didactic
  - 5.13.3.20.3 Pedagogic
  - 5.13.3.20.4 Teaching way & Hierarchy
  - 5.13.3.20.5 Examination rules
  - 5.13.3.20.6 Team concept
  - 5.13.3.20.7 Quality concept
  - 5.13.3.20.8 Evaluation measures
  - 5.13.3.20.9 Campus and facilities use
  - 5.13.3.20.10 Fire and security measures
  - 5.13.3.20.11 Admission regulation
  - 5.13.3.20.12 Student counseling
- 5.13.3.21 Formation of teams & groups
- 5.13.3.22 Task distribution
- 5.13.3.23 Installation of equipment

- 5.13.3.24 Preparation of teaching aid materials
- 5.13.3.25 Starting of training
- 5.13.3.26 Training for teaching (dry run)
- 5.13.3.27 Preparation for a concept mechanism for:
  - 5.13.3.27.1 Problem collections
  - 5.13.3.27.2 Sorting of problems
  - 5.13.3.27.3 Responsible for problem
  - 5.13.3.27.4 Method of elimination
  - 5.13.3.27.5 Weekly meeting
  - 5.13.3.27.6 Approval by board
  - 5.13.3.27.7 Documentation and publication for guidelines
- 5.13.3.28 Preparation for orientation program for new students & families:
  - 5.13.3.28.1 Defining points, like:
    - 5.13.3.28.1.1 Admission regulation
    - 5.13.3.28.1.2 Admission exam
    - 5.13.3.28.1.3 Acceptance
    - 5.13.3.28.1.4 Services
    - 5.13.3.28.1.5 Utilities
    - 5.13.3.28.1.6 Transport
    - 5.13.3.28.1.7 Administration offices
    - 5.13.3.28.1.8 Sport
    - 5.13.3.28.1.9 Campus
    - 5.13.3.28.1.10 Security & site safety & regulation
    - 5.13.3.28.1.11 Educational system
    - 5.13.3.28.1.12 Fees
  - 5.13.3.28.2 Forming groups, teams and committees
  - 5.13.3.28.3 Collecting materials
  - 5.13.3.28.4 Agreement on outlines and objectives
  - 5.13.3.28.5 Preparation of materials; Written, visual, transpierces
  - 5.13.3.28.6 Approval by board
  - 5.13.3.28.7 Preparation of program including:

5.13.3.28.7.1 Staff

5.13.3.28.7.2 Dates

5.13.3.28.7.3 Type of groups

5.13.3.28.8 End of admission

5.13.3.28.9 Start of teaching process

5.13.3.28.10 Weekly meetings and mechanism of problem shouting and elimination

5.13.4 Accreditation:

5.13.4.1 Definition of scope of work and procedure for achieving this task

5.13.4.2 Appointing responsible

5.13.4.3 Making a check list for requirements and type

5.13.4.4 Confirmation with German partners

5.13.4.5 Orientation meeting with project management and concerned persons to define information resources

5.13.4.6 Gathering of materials from different parties

5.13.4.7 Preliminary review of materials

5.13.4.8 Matching with University philosophy and policies

5.13.4.9 Identification of uncompleted data & materials or mismatched materials

5.13.4.10 Matching with the requirement for accreditation authorities and quality concept in higher education: Accuin, Abet,

5.13.4.11 Presentation of general concept & procedure for management and related parties for feed back, with respect to:

5.13.4.11.1 Philosophy

5.13.4.11.2 General frame

5.13.4.11.3 Missing material

5.13.4.11.4 Way of presentation

5.13.4.11.5 Depth & length of information

5.13.4.11.6 Time frame for achieving the task

5.13.4.11.7 Criticism

5.13.4.11.8 Completing the required data and information

5.13.4.11.9 Any other remarks or additions

5.13.4.12 Consultation with our German partner

- 5.13.4.13 Matching the comments by the responsible and finding out points of disagreement with quality standards and suggesting a way of correction
  - 5.13.4.13.1 Informing different parties
  - 5.13.4.13.2 Preparation meeting on a small scale
  - 5.13.4.13.3 Preparation of different alternatives
  - 5.13.4.13.4 Extended meeting for discussion of the corrections
  - 5.13.4.13.5 Approval by the GIU board
  - 5.13.4.13.6 Dissemination of information
  - 5.13.4.13.7 10 days period for feedback by all member
  - 5.13.4.13.8 If noticed reprove via meeting
  - 5.13.4.13.9 Implementation of changes
- 5.13.4.14 Giving feed back for the responsible about the modified version
- 5.13.4.15 Preparation of the final document
- 5.13.4.16 Review reading by different parties
- 5.13.4.17 Collecting notices
- 5.13.4.18 Final meeting for approving the changes and corrections in documents
- 5.13.4.19 Corrections & general revision
- 5.13.4.20 Final approval by GIU board
- 5.13.4.21 Submission
- 5.13.4.22 Following the application
- 5.13.4.23 Answering inquires & setting dates for meeting with inspectors
- 5.13.4.24 Modifications according to above mentioned procedures
- 5.13.4.25 Setting date for meeting with inspectors
- 5.13.4.26 Receiving inquires
- 5.13.4.27 Eliminating inquires
- 5.13.4.28 Dissemination of information for all parties
- 5.13.4.29 Approval from accreditation authorities
- 5.13.4.30 Publishing the final guidelines and documentation
- 5.13.4.31 Collecting old versions
- 5.13.4.32 Internal seminars in departments
- 5.13.4.33 Fixing a date for a general symposium

5.13.4.34 Preparation of presentation from all sectors

5.13.4.35 General symposium for all parties with presentation from all sectors to be sure from complete understanding & real implementation of the quality measure

#### 5.14 German Language:

5.14.1 Definition of Methodology according to GIU vision and needs:

5.14.1.1 GIU vision:

5.14.1.1.1 Best language offer in Egypt & in the region

5.14.1.1.2 After Six semester, the student is able to study, understand & communicate in German (level higher than DHS+ practice)

5.14.1.1.3 Supervised by German Institute responsible for quality and efficiency

5.14.1.1.4 Directed by a German expert as a basic principle

5.14.1.1.5 German Expert should fit in the GIU organizational frame, philosophy and objectives and is responsible for achieving top quality service

5.14.1.1.6 The infra-structure and other team will be financed by GIU or supported from external resources

5.14.1.1.7 This Department is responsible for introducing cultural offer within the GIU program

5.14.1.1.8 The Department should be regarded as an integrating element for German language institutions and other German institution concerning cooperation in all educational and cultural activities

5.14.1.1.9 GIU target group:

5.14.1.1.9.1 Teaching for: 1000 student (1<sup>st</sup> year), 2250 (2<sup>nd</sup>), 3500 (3<sup>rd</sup>), 3750 (4<sup>th</sup> and so on)

5.14.1.1.9.2 6 course structure over three years

5.14.1.2 Securing GIU infrastructure

5.14.1.2.1.1 Space

5.14.1.2.1.2 Equipment

5.14.1.2.1.3 Software

5.14.2 Identification of suitable German Supervising Institute:

5.14.2.1 Agreement about philosophy, aims & vision

5.14.2.2 Securing fund for their representative (Program director)

5.14.2.3 Search for suitable candidate by the German patron institution

5.14.3 Appointing German expert, as a program director:

5.14.3.1.1 Securing necessary fund

- 5.14.3.1.2 Searching for suitable person
- 5.14.3.1.3 Suitable date for start
- 5.14.4 Development of a concept regarding:
  - 5.14.4.1 GIU & German Interest & Aim
  - 5.14.4.2 Needs
  - 5.14.4.3 Type
  - 5.14.4.4 Size of groups & their number
  - 5.14.4.5 Definition of infrastructure
  - 5.14.4.6 Definition of teaching staff size
  - 5.14.4.7 Definition of criteria for assistants
  - 5.14.4.8 Preparation of time plan for recruitment of assistants
  - 5.14.4.9 Preparation of final list for needs
  - 5.14.4.10 Approval by GIU board recruitment plan, criteria for assistants and their number, infrastructure requirement
  - 5.14.4.11 Recruitment procedure
    - 5.14.4.11.1 Formation of committee
      - 5.14.4.11.1.1 Identification of External experts & others to participate in selection committee
      - 5.14.4.11.1.2 Approval of committee structure by GIU board
      - 5.14.4.11.2 Pre-screening
      - 5.14.4.11.3 Pre-selection
      - 5.14.4.11.4 Interview
      - 5.14.4.11.5 Approval by GIU board
      - 5.14.4.11.6 Contracting
- 5.14.5 Teaming local teachers & language experts:
  - 5.14.5.1 Orientation program for assistance
  - 5.14.5.2 Training
  - 5.14.5.3 Preparation of teaching materials
  - 5.14.5.4 Preparation of teaching program
  - 5.14.5.5 Preparation of cultural program
  - 5.14.5.5.1 Cultural offerings

5.14.5.5.1.1 Concert

5.14.5.5.1.2 Lectures

5.14.5.5.1.3 Dramas

5.14.5.5.1.4 Etc.

5.14.6 Establishment exam, evaluation, regulations and graduation

5.14.7 Positioning German language in study plan and curricula

5.14.8 Identification of national and international partnership & language proficiency agencies for licensing

5.14.9 Preparation of a concept for licensing and partnership concept

5.14.10 Matching with the GIU philosophy

5.14.11 Approval by GIU board

5.14.12 Start of accreditation process

5.14.12.1 Formation of responsible committee

5.14.12.2 Preparation of documents

5.14.12.3 Internal auditing process

5.14.12.4 Presentation for GIU board

5.14.12.5 Approval

5.14.12.6 Application

5.14.12.7 Getting inquiries

5.14.12.8 Preparation for concept for eliminating the inquiries

5.14.12.9 Presentation for GIU board

5.14.12.10 Approval by GIU board

5.14.12.11 Resubmission

5.14.12.12 Getting approval

5.14.12.13 Publishing the final documents for the members of the department

5.14.12.14 Collection and execution of old document from all departments

5.14.12.15 Distribution of copies for all administration departments and library

5.14.12.16 Announcing the end of the accreditation process for all staff members and students

5.15 English language:

5.15.1 Definition of GIU vision & philosophy

5.15.2 Consulting GIU German partner Universities for expertise

5.15.3 Consulting language experts:

5.15.3.1 Level:

5.15.3.1.1 English admission exam

5.15.3.1.2 Courses need during study

5.15.3.2 Time

5.15.3.3 Type of teaching

5.15.3.4 Size of English department

5.15.3.5 Methodology of introducing new comer in scientific English terminology

5.15.3.6 Definition of software

5.15.3.7 Recommendation for reference institution

5.15.3.8 Concept of accreditation

5.15.3.9 Cost estimate

5.15.3.10 Suggesting sources and quality for human resources

5.15.3.11 Concept for English admission exam

5.15.4 Appointing program coordinator

5.15.4.1 Definition of teaching program:

5.15.4.1.1 Revision and verification of concept

5.15.4.1.2 Comments & modifications

5.15.4.1.3 Approval by the GIU board

5.15.5 Development and establishment of complete English exam:

5.15.5.1 Type

5.15.5.2 Method

5.15.5.3 Level

5.15.5.4 Evaluation

5.15.5.5 Infra-structure needs

5.15.6 Approval by the GIU board

5.15.7 Securing infrastructure:

5.15.7.1 Space

5.15.7.2 Soft ware

5.15.7.3 Assistance

5.15.7.4 Materials

5.15.8 Testing infrastructure and elimination of problems

5.15.9 Notification to board by completion of process

5.15.10 Development of detailed concept for teaching program regarding:

5.15.10.1 GIU & German Interest & Aim

5.15.10.2 Needs

5.15.10.3 Type

5.15.10.4 Size of groups & their number

5.15.10.5 Definition of infrastructure

5.15.10.6 Definition of teaching staff size

5.15.10.7 Definition of criteria for assistants

5.15.10.8 Preparation of time plan for recruitment of assistants

5.15.10.9 Preparation of final list for needs

5.15.10.10 Approval by GIU board recruitment plan, criteria for assistants and their number, infrastructure requirement

5.15.10.11 Recruitment procedure

5.15.10.11.1 Formation of committee

5.15.10.11.1.1 Identification of External experts & others to participate in selection committee

5.15.10.11.1.2 Approval of committee structure by GIU board

5.15.10.11.2 Pre-screening

5.15.10.11.3 Pre-selection

5.15.10.11.4 Interview

5.15.10.11.5 Approval by GIU board

5.15.10.11.6 Contracting

5.15.11 Teaming local teachers & language experts:

5.15.11.1 Orientation program for assistance

5.15.11.2 Training

5.15.11.3 Preparation of teaching materials

5.15.11.4 Preparation of teaching program

5.15.11.5 Preparation a concept for participation in cultural program

- 5.15.12 Establishment exam, evaluation, regulations and graduation
- 5.15.13 Positioning German language in study plan and curricula
- 5.15.14 Identification of national and international partnership & language proficiency agencies for licensing
- 5.15.15 Preparation of a concept for licensing and partnership concept
- 5.15.16 Matching with the GIU philosophy
- 5.15.17 Approval by GIU board
- 5.15.18 Start of accreditation process
  - 5.15.18.1 Formation of responsible committee
  - 5.15.18.2 Preparation of documents
  - 5.15.18.3 Internal auditing process
  - 5.15.18.4 Presentation for GIU board
  - 5.15.18.5 Approval
  - 5.15.18.6 Application
  - 5.15.18.7 Getting inquiries
  - 5.15.18.8 Preparation for concept for eliminating the inquiries
  - 5.15.18.9 Presentation for GIU board
  - 5.15.18.10 Approval by GIU board
  - 5.15.18.11 Resubmission
  - 5.15.18.12 Getting approval
  - 5.15.18.13 Publishing the final documents for the members of the department
  - 5.15.18.14 Collection and execution of old document from all departments
  - 5.15.18.15 Distribution of copies for all administration departments and library
- 5.15.19 Announcing the end of the accreditation process for all staff members and students

#### 5.16 Admission Exam:

- 5.16.1 Development of a concept for admission exam
  - 5.16.1.1 Agreement for concept for Reasoning test
  - 5.16.1.2 Agreement concept for English test
  - 5.16.1.3 Agreement for the need and the level required as computer skills
  - 5.16.1.4 Recognition of other potentialities:

- 5.16.1.4.1 Concept for supervision & development
- 5.16.1.5 Clinical investigation of candidates:
  - 5.16.1.5.1 Mechanism
  - 5.16.1.5.2 Place
  - 5.16.1.5.3 Cost estimate
  - 5.16.1.5.4 General criteria:
    - 5.16.1.5.4.1 General fitness
    - 5.16.1.5.4.2 HIV for foreigners
    - 5.16.1.5.4.3 TB
    - 5.16.1.5.4.4 Hepatitis C for Egyptian and foreigner
    - 5.16.1.5.4.5 Others
- 5.16.2 Hunting for information resources for each
- 5.16.3 Identification for potential candidates for each field
- 5.16.4 Preparation of primary concept the for each aspect
- 5.16.5 Evaluation of concepts and selection of candidate
- 5.16.6 Hiring the accepted potentialities to accomplishing the job through clear relation (Task)
- 5.16.7 Getting outputs for the aforementioned tasks
- 5.16.8 Evaluation by other experts
- 5.16.9 Elimination of inquiries
- 5.16.10 Testing on groups
- 5.16.11 Evaluation of test results
- 5.16.12 Presentation to GIU board
- 5.16.13 Elimination of problems
- 5.16.14 Retest on target group samples
- 5.16.15 Evolution to GIU board
- 5.16.16 Elimination of any comment
- 5.16.17 Final approval by GIU Board
- 5.16.18 Preparation of concept method of running the exam
- 5.16.19 Preparation of list of requirement:
  - 5.16.19.1 Infrastructure

- 5.16.19.2 Materials
- 5.16.19.3 Software
- 5.16.19.4 Reference books
- 5.16.19.5 Personnel
- 5.16.20 Approval by GIU board
- 5.16.21 Securing infrastructure
- 5.16.22 Purchase process
- 5.16.22.1 Contacting suppliers
- 5.16.22.2 Getting samples and offers
- 5.16.22.3 Evaluation:
  - 5.16.22.3.1 Technical
  - 5.16.22.3.2 Financial
- 5.16.22.4 Negotiation
- 5.16.22.5 Selection of the best two offers
- 5.16.22.6 Approval for final offer by GIU board

5.17 Records:

5.17.1 Development of a concept for examination regulation by the German partner university:

- 5.17.1.1 Each program
- 5.17.1.2 Each degree
- 5.17.1.3 Types
- 5.17.1.4 Method
- 5.17.1.5 Frequency
- 5.17.1.6 Examiners (local, Ulm, Stuttgart)
- 5.17.1.7 Standardized exam
- 5.17.1.8 Organization for external examiners (other German Universities & Egyptian Universities?)
- 5.17.1.9 Concept for automation (IT-system)
- 5.17.1.10 Method of correction and makeup

5.17.2 Searching for resources for software suppliers

5.17.3 Agreement for sources and contacting them

5.17.4 Matching examination concept with the GIU philosophy and objectives

5.17.5 Review by the GIU committee

5.17.6 Consultation with ministry of higher education

5.17.7 Eliminating remarks

5.17.8 Approval by the faculties of Ulm & Stuttgart

5.17.9 Approval by GIU board

5.17.10 Development of concept for full electronic integrated system

5.17.11 Matching with GIU philosophy and objectives

5.17.12 Approval by GIU board

5.17.13 Implementation of the regulation in the software

5.17.14 Testing of software

5.17.15 Notice for board by problems

5.17.16 Elimination of problems

5.17.17 Notice to board by completion

5.17.18 Editing and printing the final version of the regulation

5.17.19 Distribution of the published version to all departments of each program

5.18 Library:

5.18.1 Development of concept:

5.18.1.1 Architectural & content:

5.18.1.1.1 Size

5.18.1.1.2 Phase of building

5.18.1.1.3

5.18.1.2 Fund raising:

5.18.1.2.1 Construction

5.18.1.2.2 Book, periodicals, media

5.18.1.2.3 Expertise personnel from Germany

5.18.2 Formation of a committee of expertise from Ulm, Stuttgart for concept development:

5.18.3 Gathering of ideas and information:

5.18.3.1 Expertise in Ulm & Stuttgart

5.18.3.2 Suppliers

5.18.3.3 Other institution, Goethe, DAAD, ...

5.18.3.4 German members of board of trustees

5.18.4 Fund raising for German specialist (project coordinator)

5.18.5 Processing of detailed concept for:

5.18.5.1 Book, periodical, media collection

5.18.5.2 Preparation of general lists of books

5.18.5.3 Gathering data about sources for support

5.18.5.4 Preparation time schedule for library development procedure

5.18.5.4.1 Phases of getting books, periodicals, media

5.18.5.4.2 Expansion of area in decentralized units

5.18.5.4.3 Requirement for start with basic books, dictionaries, ...

5.18.5.4.4 General procedures

5.18.5.4.5 Gathering of data, catalogue, resources

5.18.5.4.6 Pre-selection of publications by professors

5.18.5.4.7 Fund raising process

5.18.5.4.8 Selection of software for library administration

5.18.5.4.9 Electronic connection to Ulm & Stuttgart libraries

5.18.5.5 Approval by GIU board

5.18.5.6 Start of fundraising process

5.18.5.7 Start of purchase process of the basic collection required for start

5.18.5.8 Connection to infrastructure of Ulm and Stuttgart

5.18.5.9 Preparation of library regulation

5.18.5.10 Preparation of orientation materials for library use

5.18.5.11 Start of teaching process and services

5.18.5.12 Continuing the tasks required for establishment

5.19 Records:

5.19.1 Student achievement

5.19.1.1 Preparation of concept for exam rules for each course with respect to:

5.19.1.2 Type

5.19.1.3 Dates

5.19.1.4 Weight of exams

5.19.1.5 Evaluation measures

- 5.19.1.6 Authorized persons
- 5.19.1.7 Quality control
- 5.19.1.8 Regulation for correction
- 5.19.1.9 Prerequisite for each course
- 5.19.1.10 Regulation for records ranges
- 5.19.1.11 .... any other
- 5.19.1.12 Preparation of general and completed lists of records for:
  - 5.19.1.12.1 All exams
  - 5.19.1.12.2 Field of study
  - 5.19.1.12.3 University degree
- 5.19.1.13 Matching with the GIU objectives and philosophy
- 5.19.1.14 Preliminary approval by Ulm and Stuttgart universities
- 5.19.1.15 Review by GIU board
- 5.19.1.16 Consulting Egyptian local authorities
- 5.19.1.17 Collection for inquiries
- 5.19.1.18 Preparation for modification concept by joint committee
- 5.19.1.19 Preparation of final lists
- 5.19.1.20 Approval by GIU board
- 5.19.1.21 Approval by the faculties of Ulm & Stuttgart
- 5.19.1.22 Publication of lists
- 5.19.1.23 Appointing responsible for IT record-systems
- 5.19.1.24 Agreement and contracting with soft-ware suppliers
- 5.19.1.25 Development and modification of complete concept for IT management of records (HIS,) fitting the GIU concept and requirements
- 5.19.1.26 Development of a concept for privileges for data entrance and accessibility to system
- 5.19.1.27 Testing of software
- 5.19.1.28 Development for a concept for problem tracing and mechanism of elimination and development
- 5.19.1.29 Approval by academic council
- 5.19.1.30 Approval by board
- 5.19.1.31 Running the system

5.19.2 Staff performance:

- 5.19.2.1 Student opinion
- 5.19.2.2 Publication
- 5.19.2.3 Supervisor of students
- 5.19.2.4 Fundraising for research
- 5.19.2.5 Participation in social activities
- 5.19.2.6 Contribution in quality improvement projects
- 5.19.2.7 Student periodic assessment
- 5.19.2.8 Group comparisons:
  - 5.19.2.8.1 Between groups
  - 5.19.2.8.2 Over months
  - 5.19.2.8.3 Over semesters
  - 5.19.2.8.4 Over years

5.20 Academic offerings (special):

- 5.20.1 Appointing a responsible to develop a concept for:
  - 5.20.1.1 Clinics
  - 5.20.1.2 Institutes (internship, training, cultural institutes)
  - 5.20.1.3 Social and artistic workshops
  - 5.20.1.4 Etc.

5.20.2 Survey for the types of services and resources:

- 5.20.2.1 Inside campus
- 5.20.2.2 Outside

5.20.3 Preparation of feasibility study including:

- 5.20.3.1 Objectives & philosophy
- 5.20.3.2 Target group of students
- 5.20.3.3 Concept for attraction of students to participate
- 5.20.3.4 Basis of calculation of the estimated number of participants
- 5.20.3.5 Expected percentage of utilization
- 5.20.3.6 Finance
- 5.20.3.7 Advertising concept
- 5.20.3.8 Dates (in agreement with academic board, no overlap with exams)

5.20.4 Preparation for a concept for evaluation of needs and quality for:

5.20.4.1.1 Offered services

5.20.4.1.2 Implementation of new services

5.20.5 Presentation for board

5.20.6 Collection of feedback

5.20.7 Modification

5.20.8 Approval by board

5.20.9 Contracting

5.20.10 Advertising to students

5.20.11 Collection of feedback

5.20.12 Modification of program

5.20.13 Evaluation of program

5.20.14 Reporting to GIU board

5.20.15 Approval for modification

5.21 Post graduate program & community services:

5.21.1 Development of concept

5.21.2 Market study

5.21.3 Presentation to board

5.21.4 Identification of potential partners

5.21.5 Agreement with German partners for:

5.21.5.1 Type and nature

5.21.5.2 Dates

5.21.5.3 Personnel

5.21.5.4 Degree awarded

5.21.5.5 Approval by the faculties in Ulm & Stuttgart or other institutions, if needed

5.21.6 Mobilization:

5.21.6.1 Personnel

5.21.6.2 Space

5.21.6.3 Equipment

5.21.6.4 Budget allocation

5.21.6.5 Project planning

5.21.6.6 Analysis of flow diagrams

5.21.6.7 Defining dates

5.21.7 Announcing of program

5.21.8 Admission & selection

5.21.9 Registration

5.21.10 Start

5.21.11 Evaluation

5.22 Marketing of educational programs:

5.22.1 Development of general concept for study program:

5.22.1.1 In Egypt

5.22.1.2 Regional

5.22.1.3 International

5.22.2 Appointing responsible:

5.22.3 Production of detailed action plan including time schedule & budget

5.22.4 Approval by board

5.22.5 Budget allocation

5.22.6 Collection of materials

5.22.7 Production of printed & visual materials

5.22.8 Seminars & exhibitions

5.22.9 Official publications

5.23 Instructional program

5.23.1 Courses

5.23.2 Offerings

5.23.2.1 Overlapping

5.23.2.2 Major and minor sequence

5.23.2.3 Degree of specialization

5.23.2.4 Breadth of offerings

5.23.2.5 Teaching methods

5.23.2.6 Class scheduling

5.24 Special instruction

5.24.1 Handicapped students

5.24.2 Gifted students

5.24.3 Foreign students

5.25 Space utilization and class scheduling:

5.25.1 Getting software

5.25.2 Data entry

5.25.3 Assessment of results

5.25.4 Check with professors

5.25.5 ...

## **Attachment 3: Final Examination Regulations & Procedures**

### **(Invigilators – Exam Supervisors)**

- 1. Invigilators work schedule**
  - 2. Collection of Examination Materials and Stationeries**
  - 3. Identification of Students**
  - 4. Invigilator Announcement to Start the Examination**
  - 5. Conduct of the Students during Examinations**
    - a. Admission of Student**
    - b. Late Arrivals**
  6. Conduct of Students at the End of the Examination
    - a. Collection of Answer Script
    - b. After the Students Have Left the Examination
- 1.1.26**
- 7. Breach of Examination Regulations**
  - 8. Conduct of Invigilators during the Examinations**
  - 9. Ending the Examination**

## 1. Invigilators work schedule

- **Invigilators should receive their individual work schedule at least 3 days before the examinations are due to start.**
- **Invigilators should check their schedule and immediately contact the Examination Office with any queries. Invigilators must not 'swap' examinations informally.**
- **Reserve invigilators should report to the Examination Office at the stated time on their schedule, i.e. morning Reserves should report at 8:45am, afternoon Reserves at 11:45.**

## 2. Collection of Examination Materials and Stationeries

Appointed Invigilators / Examiners should report to the Examination Office at least **30 – 45 minutes** before the examination is due to commence in order to collect the following examination stationery items:

- Sealed envelope(s) containing the examination papers.
- Register of Students (**the bar code sheets -IT**)
- Invigilator's Report Form
- Standard Invigilator's Announcement
- Marker(s)
- Stapler(s)

Invigilators will be responsible for all examination materials until their return to the Examination office where Invigilators will sign the scripts progress log to acknowledge submission of all scripts and attendance slips.

### 1.1.27

1. The Invigilator will open the sealed envelope and have the papers laid on the students' tables (face downwards) before the students are admitted into the examination room. Undistributed copies of the question paper will be collected at the end of the examination by the Invigilator-in-charge and given: to the **Examination Office for retention.**

2. Only the Invigilator should make announcements during an examination. If an Internal Examiner/ Course Instructor wishes to make an announcement, he may only do so with the permission of the Invigilator-in-charge.
3. **A form** will be made available at the examination for the Invigilator to make his report on the number of students present and absent and any incident that may occur during the examination.

### **3. Identification of Students**

- The Invigilator will ensure that each student displays his ID and that the ID number and Name of the student matches that on the Student Register.
- The Invigilator will take out the bar code and stick it on the answer book.
- The Student must sign his name in place of the barcode in the Student Register to accommodate the university's anonymous marking policy.
- The Invigilator is to ensure that the signed register will be used to indicate clearly whether a student is present or absent.
- A head-count should also be carried out to agree the total numbers.
- In the event of any irregularity, such as an individual presenting him/herself for an examination whose name is not listed on the register of students, the individual will be permitted to take the examination. In such circumstances, the student is to be informed by the Invigilator that he/she is not on the register, which subsequent to the examination an investigation will be carried out, and if it is found that he/she is not eligible to take the examination, the paper will not be marked.

#### **4. Invigilator Announcement to Start the Examination**

***The following announcement should be read out by the Invigilator:-***

- The length of the examination is...
- Do not write anything like your name or Student ID on the exam paper

- No talking is allowed throughout the examination.
- In the event of cheating being suspected you will be advised accordingly; any unauthorized material will be removed and your examination booklet will be marked.
- You will be informed when there are 20 minutes and again when there are 5 minutes remaining.
- All rough work must be shown in the back of the answer booklet. If you need additional paper, please raise your hand.
- Read carefully the instructions in the question paper.
- You do not have to answer questions in sequence (i.e. question number one first) you may start with the easy questions first. However, make sure to write very clearly the number of question you are answering on the answer book.
- All answers must be written in the answer booklet or on the exam paper.
- Please raise your hand if you have any queries concerning the examination.
- The time is now ..... **[According to the exam room clock]**, - you may begin the examination.

## **5. Conduct of the Students during Examinations**

### **1.1.28a. Admission of Student**

#### **1.1.29**

Students are allowed into an examination room **10 minutes** before the start of an examination in Lecture Halls and **10 minutes** in classrooms. The "start of an examination" is the time indicated on the timetable, 9:30 a.m. or 12:30 p.m.

- On entry to the room, candidates should leave all baggage, mobiles and materials not specifically required for the examination in an area of the room well away from the examination desks, designated for this purpose by the Invigilator. Violation of this rule will be defined as cheating.
- Students are not permitted to bring with them to their desk any written information, material or equipment which may give them an unfair advantage. The use of calculators and dictionaries is allowed only where clearly indicated on the exam paper.
- Students should not turn over the examination paper and start the examination until instructed to do so by the Invigilator.

#### 1.1.30

##### **b. Late Arrivals**

Students arriving late for an examination may be permitted to enter the examination room and proceed with the examination up to **30 minutes** from the start of the examination. Students will not normally be admitted after **30 minutes** from the start of the examination. However, the Invigilator has discretion to admit candidates arriving later than this if satisfied that the late arrival was caused by factors outside the candidate's control and if no person has already left the examination room. **The Invigilator may extend the examination period for those Students if satisfied by the reason for lateness (after calling Dr. von Gagern –Mobile No. 0101119973 / Dr. Ihab Ahmed- Mobile No. 0101561039).**

#### **6. Conduct of Students at the End of the Examination**

- The Invigilator will advise students 20 minutes and 5 minutes before the end of the examination that they have this time remaining to complete the paper.
- The Invigilator will signal the end of the examination at which point all candidates will immediately stop writing and remain seated. Students may not leave the room at the end of an examination until given permission to do so

##### **a. Collection of Answer Script**

- The Invigilator should collect the answer script and ensure **that the number of scripts collected matches the number of students.**

## **b. After the Students Have Left the Examination**

- The Invigilator is responsible for ensuring that all examination material, worked scripts and completed attendance registers are returned to the Examination Office.
- A nominated member of Examination Office staff will sign for the scripts and attendance sheets and check that the number handed in by the Invigilator corresponds to the number of students marked as present on the attendance register.
- The Invigilator is responsible for the security of the scripts until they are signed for by the Examination Office.
- If any **events** have occurred during the examination the Invigilator should submit a written report immediately following the examination using the Invigilators Report Form to the Examination office.
- events include the following:
  - (a) Any cases of cheating or suspected cheating;
  - (b) Any cases of sickness;
  - (c) Any cases of students leaving the examination room as a result of misconduct;
  - (d) Any students arriving very late for the examination;
- The Invigilator should have the scripts delivered to the Examination office and should obtain a receipt for the scripts

1.1.31

1.1.32

1.1.33 7. Breach of Examination Regulations

1.1.34

Student suspected of cheating will be observed to be undertaking any of the following or similar actions:

- a) Communicating with or copying from any other student during an examination.
- b) Introducing any written or printed materials into the examination room.

- c) gaining access to an unauthorised material;

#### 1.1.35

If a student is found to have committed a breach or is suspected of cheating in the examination, the Invigilator should take the following action:

- a. Take custody of the book, paper, document, picture or material that was found in the student's possession or near him.
- b. Collect his answer book and **mark it (make an X mark on the front page)**;
- c. Allow the student to go on with the examination. At the end of the examination, collect the answer book;
- d. However, if the student persists with the irregularity he/she will be expelled from the room. The student will also be expelled from the room if he/she refuses to submit any suspected material to the Invigilators.
- e. Immediately following the examination, the Invigilator will submit a full report of the matter using the Invigilator Report Form to the Examination Office. The Invigilator's report should be accompanied by any relevant evidence.

#### 8. Conduct of Invigilators during the Examination

**Invigilators should be placed at appropriate locations in the room - making sure they can observe the students fully.**

**Invigilators must wear soft-soled shoes, to avoid noise disturbance to exam students.**

**During the exam, invigilators must conduct themselves in a professional manner at all times. Invigilators should:**

- **Not talk/whisper to each other when the exam has started (except necessary instructions)**
- **Not read – unless confirming something on the exam paper**

- **Not write - unless in relation to the examination (i.e. no crosswords etc)**
- **Remain 'alert' at all times**
- **Not disturb the candidates unnecessarily i.e. jangle loose change or keys in pockets or wear jewellery which jangles**
- **Switch mobile phones off**
- Deal with any exceptional or unusual circumstances in a calm and professional manner so as to minimize disturbance for students.
- not assist students to complete the examination i.e. the invigilator must not write the answers
- not eat or drink

**Patrolling should be undertaken from time to time during the examination to ensure that no cheating or distraction is occurring.**

**The Invigilator should deal with any late arrivals according to the regulations.**

**Any students wishing to leave the room to use the toilet, feeling sick etc, must be accompanied by an invigilator of the same sex, the toilet cubicle must be checked before the student enters and the invigilator must wait in the wash basins area (if available) and then return the student to the examination room.**

**Students leaving early should have their script endorsed with the time of leaving-but not before 30 minutes**

**Invigilator Report Forms should be fully and accurately completed when necessary, e.g. for situations of:**

- External disturbance
- Problem with the examination paper
- Where an academic irregularity is suspected
- Where a student is ordered from the room by the Invigilator if disturbing the other students
- Any form of interruption/disruption which may disturb the students
- Any 'events' have occurred during the examination.

## **9. Ending the Examination**

**At the end of the examination the co-ordinating invigilator should:**

- **Instruct the students to remain silently in their seats until all papers have been collected.**
- **While collecting the papers ensure that they are stapled together**
- **Check that the number of scripts match the number of students on the register**
- **Only then, allow the students to collect their belongings and leave the room**
- **Ensure that all examination material has been collected and is ready to return to the Examination Office.**

All Invigilators must return to the Examination Office.

## **Attachment 4: Final Examination Regulations & Procedures**

**(Students)**

- 1. Identification of Students**
- 2. Conduct of the Students during Examinations**
  - **Admission of Student**
  - **Late Arrivals**
- 3. Conduct of Students at the End of the Examination**
- 4. Breach of Examination Regulations**
- 5. Ending the Examination**



## **1. Identification of Students**

- Each student must display his ID to the Invigilator and that the ID number and Name of the student must match that on the Student Register.
- The Student must sign his name in the Student Register to accommodate the university's anonymous marking policy.

## **2. Conduct of the Students during Examinations**

### **1.1.36a. Admission of Student**

#### **1.1.37**

Students are allowed into an examination room **10 minutes** before the start of an examination in Lecture Halls and **10 minutes** in classrooms. The "start of an examination" is the time indicated on the timetable.

- On entry to the room, students should leave all baggage, mobiles and materials not specifically required for the examination in an area of the room well away from the examination desks, designated for this purpose by the Invigilator. Violation of this rule will be defined as cheating.
- Students are not permitted to bring with them to their desk any written information, material or equipment which may give them an unfair advantage. The use of calculators and dictionaries is allowed only where clearly indicated on the exam paper.
- Students should not turn over the examination paper and start the examination until instructed to do so by the Invigilator.

#### **1.1.38**

### **b. Late Arrivals**

Students arriving late for an examination may be permitted to enter the examination room and proceed with the examination up to **30 minutes** from the start of the examination. Students will not normally be admitted after **30 minutes** from the start of the examination.

1.1.39

1.1.40 3. Breach of Examination Regulations

1.1.41

Student suspected of cheating will be observed to be undertaking any of the following or similar actions:

- a) Communicating with or copying from any other student during an examination.
- b) Introducing any written or printed materials into the examination room.
- c) Gaining access to an unauthorised material;

**1.1.42**

If a student is found to have committed a breach or is suspected of cheating in the examination, the Invigilator should take the following action:

- a. Take custody of the book, paper, document, picture or material that was found in the student's possession or near him.
- b. Collect his answer book and mark it (make an X mark on the front page);
- c. Allow the student to go on with the examination. At the end of the examination, collect the answer book;
  
- d. However, if the student persists with the irregularity he/she will be expelled from the room. The student will also be expelled from the room if he/she refuses to submit any suspected material to the Invigilators.

**4. Conduct of Students at the End of the Examination**

- The Invigilator will advise students 20 minutes and 5 minutes before the end of the examination that they have this time remaining to complete the paper.
  
- The Invigilator will signal the end of the examination at which point all students will immediately stop writing and remain seated. Students may not leave the room at the end of an examination until given permission to do so

1.1.43

**5. Ending the Examination**

**At the end of the examination the invigilator will:**

- **Instruct the students to remain silently in their seats until all papers have been collected.**
- **While collecting the papers ensure that they are stapled together**
- **Check that the number of scripts match the number of students on the register**
- **Only then, the invigilator will allow the students to collect their belongings and leave the room**