

Attachment 1:

Course Offerings

- Preliminary Course Offerings (per faculty /major) are offered based on availability of staff and reaching the minimum number of students required for the program.
- Some practical course work must be done prior to the departure to Berlin and / or after the return from Berlin as will be planned by the exact faculty – exact information will be sent to registered students)
- German Language courses will be taught in Berlin based on the level of registered students. Obligatory German advanced courses (i.e. DE 5 and / or DE 6) will be offered to students who completed DE 4 upon availability.
- English and Scientific Language courses might be offered based on the number of students in each course.

Offered Semesters:

Faculty	S14 Semester Offerings
Business Informatics	2 nd / 6 th
Management Technology	2 nd / 4 th / 6 th
IET (all majors)	4 th / 6 th
IET – Communication	10 th *
IET - Networking major	10 th *
EMS (all majors)	4 th /6 th /10 th *
MET (all majors)	4 th / 6 th / 10 th *
Civil Engineering	4 th
Architecture	6 th
Applied Sciences and Arts	4 th /10 th *
Pharmacy and Biotechnology	4 th /6 th /8 th /10 th *

*Note: Limited electives will be taught in Berlin Campus for 9th to 10th semesters

General Eligibility Criteria

- Students who are allowed to travel are clear non-advising students with no more than 2 failed courses:
- No makeup exams are held in Berlin Campus. Students who will travel to Berlin and miss the makeup exam period in Cairo will not be given a compensation make up exam.

(No refund of tuition fees will be granted in this case)

1. Clear from Military Service (as per regulations)
2. Clear from any disciplinary action on file or filed complaints or notice of misconduct. **GUC** reserves the right to cancel the registration of any student based on his / her bad performance whether it was reported or not. Payment does not mean final acceptance of the student's registration!
3. Clear from any withstanding financial balance

Online Registration Steps:

1. Online application: <http://student.guc.edu.eg/berlin.html>
(after reading the announcement and the related regulations carefully)
Registration Period: **October 22nd – November 7th, 2013**
2. Pay the related Program Insurance Fee + Health insurance as per the "Travel related Expenses table – attachment 2"
3. All students in confirmed classes will receive a **"Confirmation Final acceptance"** e-mail to submit their visa documents and pay the living expenses fees.

OR Students who will register in classes that will not be offered / or advising students will receive a cancellation email to withdraw their money.

GUC reserves the right to cancel the registration of any student based on previous history of bad behavior upon which a full refund of all payments made is granted. Payment does not mean final acceptance of the student's registration!

Advising students can register online. The final registration for their semester(s) in Berlin will be finalized **ONLY** after changing their advising status to regular in the semester they plan to study in Berlin.

Rules and Regulations

- All existing **GUC** Rules and Regulations will apply for students participating in the “**GUC Berlin Semester Abroad**” program.
- The same semester withdrawal policies and deadlines will apply
- Students taking full course load of a semester in Germany will be included in the normal **GUC** semester ranking (*according to **GUC** regulations*)
- Students studying a semester in Germany will be eligible for make-ups according to the normal **GUC** make-up exam regulations. **Make ups** will be conducted at **GUC** campus in **Egypt**.
- **Attendance policy** will be applied for all teaching and learning activities, including **lectures** and **tutorials**.
- Any violation of the rules and regulations, misbehavior or misconduct in Berlin campus will result in **disciplinary action**.
- Students will have two days off per week: Sunday and any other day of the week as per the schedule.
- A special Academic Calendar for students studying in Berlin will be announced. Official holidays of Germany will apply.
- German classes of all levels (including DE 5 /6, etc...) will be offered in Berlin and attendance is mandatory.
- English and Scientific Methods classes will be offered based on the availability of staff and students in each group.

Withdrawal Policy:

- If you wish to cancel your registration after paying the Program registration fees and the health insurance fees , please head to Ms Heba Habib (C building 2nd floor, in front of technical support room) to fill in the Cancellation Form.

In case of cancellation by the student, program registration insurance fees of 500 Euro are non-refundable. If the university does not reach the minimum number of participants required for a semester offering, the amount is refundable.

- Refund policy of the company **MAWISTA** will apply, in case of refund of the health insurance fees based on the date of refund request.
- Accommodation security deposit is non-refundable.
- In case the semester offering is cancelled through **GUC** – all travel related expenses will be refunded.