Article (1): University Year

The academic year for postgraduate studies begins in October of each year. The study period is thirty weeks (study and examination) on two semesters with the mid-year leave of two weeks in the period determined by the Faculty Board. For master's degree students, they can begin their pre-master studies in February, and the study period is thirty weeks.

Article (2): Registration Time

a. Applications are submitted for diplomas and master's for post-graduate administration in the Faculty once a year during July and the acceptance result is announced in September after the completion of all documents and fees payment, the study begins in October for the first semester and in February for the second semester.

b. International students' applications are accepted in the Faculty in two periods, for the first in July and the second in September in preparation to take the necessary procedures of registration.

Article (3): Conditions of Registration

a. Obtaining the approval of the related department.

b. Completion of all the necessary documents from the administration of postgraduate studies.

c. Paying all the required fees.

d. Obtaining the approval of the Department Board, the Faculty Board, the demonstrators and assistant lecturers and scholarship holders from paying the fees in the faculty.
e. Obtaining the approval of the student's employer to study in the related Faculty.

f. The Board of the concerned department can add other conditions deemed necessary for accepting new students and determining the number of students admitted according to available resources in the department and the Faculty.

**Article (4) Cancellation of Registration**

The Faculty Board, at the proposal of the council of the department concerned, the Faculty Committee of Graduate Studies, to stop the enrollment of the postgraduate students (Diploma – Master – PhD) for periods not exceeding in their total 24 months provided that the cancellation of the enrollment should be for future years and not for prior years, and that the cancellation of the enrollment in the basic period and not in periods of registration and not the periods of extending enrollment, and that is in the following cases:

a. During Recruitment: the student submits an application to stop his enrollment during his army service within three month from the date of his recruitment with the documents proving this.

b. Traveling abroad on an official business or vacation: A student applies his request before his departure or during the first month of his travel supporting by documents proving his return, and his fulfillment of the task or leave.

c. Disease: a student applies in case of illness, with supporting sick leave accredited by the medical administration of the university, showing that his sickness lasted no less than a month.

d. Delivery and child-birth: the student submits her request to stop enrollment because of delivery or child care supported by his/her certificate of birth.

e. Other cases approved by the Faculty Board after taking the opinion of the Committee of Post-graduate Studies and Research.
Article (5): Withdrawal (cancellation of enrollment)

Permissible for the Faculty Board on the advice of the Committee of Graduate Studies and Research and the Council of the related department to approve the cancellation if the student is applying for cancellation with the approval of the supervisors on the cancellation.

Article (6) Requirements of Residency

International students have to show proof of their right to stay for at least two university years in the Arab Republic of Egypt.

Article (7) Punctuality

A student is deprived of doing his test in any course in which he did not achieved 75% of attendance based on the report of the professor of the curriculum, and briefing the department concerned, and the approval of the Committee of Graduate Studies and Research and the Faculty Board, in this case the student is considered (fail) in this curriculum and a chance is deducted from his chances of entering the examination after notifying the student.

Article (8) Code System of Courses

a. Curricula are coded by giving the code symbol of the department related as shown in the tables followed by the symbol designating it.

b. Specialization Branch divides the post-graduate study into the following:

1. Courses Code (500) taught basically to the diploma students.

2. Courses Code (600) taught basically to the Master students.

c- The number signifying the course level is put in cell of hundreds and the course number in the cells of ones and tens.

d- The Department Board had the right to add new courses in the range of the numbers assigned for the branch after the approval of the Faculty Board.
Article (9) Courses:

Post-graduate courses are taught in one academic year for the diploma and masters. The relevant department boards prepare a list of the courses and credit hours assigned to them and the departments teaching them and they approved by the Committee of Graduate Studies and Research and Faculty Board.

Article (10): Credit Hours

a- 50 marks are allocated for per credit hour.

b- Two hours of written examination are allocated for per one credit hour provided that the written exam time should not be less than two hours and not more than three hours for any course.

Article (11): The Content of Courses.

The Faculty Board accredits Post-graduate courses after being assigned by the relevant department boards.

Article (12): Assessment of success and failure degrees.

a. Overall grade in post-graduate courses and also in the general assessment of the student is one of the following estimates:

<table>
<thead>
<tr>
<th>percentage</th>
<th>Grade points</th>
<th>Grade</th>
<th>General evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>90% and more</td>
<td>4</td>
<td>A</td>
<td>Excellent</td>
</tr>
<tr>
<td>85% to less than 90%</td>
<td>3.7</td>
<td>A-</td>
<td></td>
</tr>
<tr>
<td>82.5% to less than 85</td>
<td>3.3</td>
<td>B+</td>
<td>Very good</td>
</tr>
<tr>
<td>77.5% to less than 82.5%</td>
<td>3</td>
<td>B</td>
<td></td>
</tr>
<tr>
<td>75% to less than 77.5%</td>
<td>2.7</td>
<td>B-</td>
<td></td>
</tr>
<tr>
<td>Percentage Range</td>
<td>Grade</td>
<td>Grade Description</td>
<td></td>
</tr>
<tr>
<td>--------------------------</td>
<td>-------</td>
<td>-------------------</td>
<td></td>
</tr>
<tr>
<td>72.5% to less than 75%</td>
<td>2.3</td>
<td>C+</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Good</td>
<td></td>
</tr>
<tr>
<td>67.5% to less than 72.5%</td>
<td>2</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td>65% to less than 67.5%</td>
<td>1.7</td>
<td>C-</td>
<td></td>
</tr>
<tr>
<td>62.5% to less than 65%</td>
<td>1.3</td>
<td>D+</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Pass</td>
<td></td>
</tr>
<tr>
<td>60% to less than 62.5%</td>
<td>1.00</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>Less than 60%</td>
<td>0.00</td>
<td>F</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fail</td>
<td></td>
</tr>
<tr>
<td>Withdrawn</td>
<td>-</td>
<td>W</td>
<td></td>
</tr>
</tbody>
</table>

b. A student is given a certificate of his grade estimates in both Arabic and English on his request mentioning the name of the course, the degree and percentage and also the credit hours.

**Article (13): Examination Dates**

First term's examination in the courses is held in January, and the second term is held in June without breaching article (1).

**Article (14): Make-up Exams.**

A student is given only chance for a make-up exam in the courses in which he fails, in case of his success the maximum grade he should get is pass (69%), and a student who fails in any semester is liable to do the exam in the same semester in the following year.

**Article (15): Apologizing for not entering the exam:**

The Faculty Board may accept a student's apology for not entering the examination and only twice during the study if his request is offered before the beginning of the examination, supported by justification.
approved by the Faculty Board, after consulting the Committee of Graduate Studies and Research.

Article (16): Re-enrollment:

a- If the cancellation of a student is due to one of the reasons mentioned in articles (5, 29, 38) of the Regulations, the Faculty Board, on the proposal of the concerned department board, and the approval of the Committee of Graduate Studies and Research to be re-enrolled after the passage of a year of the abolition of his registration, following the rules that apply on new the student. Article (31) A student may be exempted from some preliminary year courses if his success have not been more than five years earlier, on the approval of the concerned department. The student should apply for re-enrollment in the fixed dates according Article (2) and its general provisions for registration according to Article (3) and its conditions of enrollment in every degree as shown in this Regulation.

b- Direct re-enrollment for demonstrators, assistant lecturers bound by a time limit to get their masters or PhDs, is allowable on the approval of the concerned department and Faculty Board.

Article (17); Tuitions.

a- A graduate student pays the assigned tuitions in October of every year. A student's enrollment is automatically cancelled in case of failure to pay the assessed fees within two months from the beginning of the school year without being notified.

b- School fees are not repaid after the Faculty Board's approval of enrollment and registration.

Article (18): Inter-diplomas

The Faculty Board forms, each year, an academic board for each inter-diploma having all the powers of the department board in supervising the affairs of all these inter-diplomas, the members of each board consists of inter-department chairpersons involved in the diplomas,
teachers of courses of each diploma, each board is headed by the Vice-dean of the Graduate Studies and Research, inter-graduates are innovated according to a proposal of the committee of Graduate Studies and Research and the approval of the relevant academic boards.

**Article (19) Academic Supervision**

The Department Board and the Faculty Board nominates an academic supervisor for post-graduate students to follow them in their preliminary year and through their diploma studies.

**Article (20) Theses Supervision**

a- An M.A. thesis is supervised by a maximum number of three supervisors, and PhD by a maximum four. A foreign supervisor may be added to the supervisors' committee in case of channel programs, in addition to the previously nominated supervisors.

b- A faculty member should not supervise more than ten theses in addition to registrations of demonstrators and assistant lecturers, a maximum of three international students according to the decision of the Faculty Board and after the approval of the University Board of Post-graduate Studies.

c- An individual Masters and Ph.Ds supervisor's secondment is not to be approved only after submitting a report about each thesis and proposing one to replace him.

d- The number of extramural supervisors should not be more than the number of intramural supervisors.

e- A faculty member should not supervise his wife's theses or any of his siblings up to the fourth degree, this also should be applied to arbitration committee, a faculty member and his wife, or one of his siblings to the fourth degree, should not participate in supervising a thesis.
f- A late supervisor's name should be kept on the thesis in case of spending more than half of the period assigned for finishing the thesis before death.

g- A late supervisor deserves half of the remuneration assigned for this supervision, to be in accordance with the period.

h- The arbitration committees on academic theses of students who have recently got a new supervisor added only after the passage of six months at least, provided that the period of registration should allow this.

Article (21): Seminars

A Master's or PhD's thesis should have a seminar before registration, also three months before submitting his thesis to viva.

Article (22): Academic dissertations

a- On finishing his thesis and having it signed by the main supervisor, a student gives two copies of the thesis to the relevant department chair to fix a date of a general lecture on the subject of the thesis according to the regulations governing this procedure.

b- The main supervisor submits to the relevant department's board to request forming an arbitration committee according to article (23) in the Regulations to be submitted to the Faculty Board supported by the following documents:

- A report of thesis feasibility to be submitted to arbitrators showing the thesis title in Arabic and English signed by all supervisors.

- Four copies of the thesis written according to rules of writing academic theses in the faculty to be submitted to the arbitration committee.
- On accepting the thesis by the arbitration committee and fulfilling all the necessary modifications, a student submits CD copy of the thesis and four copies credited by the department chair, five summaries in Arabic and five summaries in English credited by the main supervisor and the relevant department's chair to the administration of graduate studies in the faculty.

- A student should submit his M.A. thesis only after a year of the date of registration in application of the decision of the University Board of Graduate Studies and Research.

- A student should submit his PhD thesis only after two years from the date of the faculty's approval of the registration and taking the opinion of the university board of graduate studies and research.

**Article (23) Arbitrators Committee**

The Faculty's Board forms, on the relevant department's proposal, and the Board of Graduate Studies and Research Committee, forms a committee to judge the thesis of three members, the choice of this committee should be according to the following:

a- For the Master's degree, the committee consists of the principal supervisor, or supervisors in one voice, in addition to a member of the specialized professors in one of the Egyptian universities, and one member of the professors or associate professors of the foreign universalities.

b- In PhD the committee consists of the principal supervisor, or the supervisors in one voice, in addition to two members of the specialized professors or associate professors of the foreign universities.
Faculty of Postgraduate Studies
for Advanced Sciences

- The Committee enjoys one year validity period from the date of the approval of the vice-president of University for graduate studies and research, it can be renewed only once.

- Every member of the committee prepares an individual report about the thesis within a month of taking the thesis, these reports are investigated by the board of the related department, the board of graduate studies and research and the Faculty Board, to be submitted to the university board.

- The arbiter may recommend one of the following recommendations:
  1. Approving the thesis as it is.
  2. Approving the thesis after doing some corrections and essential changes.
  3. Postponement of granting the degree to give time for making corrections, essential amendments within three months maximum.
  4. Re-submitting the thesis to the Arbitrator after making the corrections and essential amendments within a fixed period.
  5. Rejecting the thesis.

- The thesis may be returned to the student to complete whatever changes and shortcomings seen by the committee, the student is given time to do the required changes taking into account the validity period of the formation of the committee and validity period of registration, this is done under the supervision of the supervisors and the approval of the chairperson of the department.

- Measures of nominating foreign arbiters for Masters and PhDs.
  1. A committee of arbiters of Masters and PhDs are formed by the board of the related department after taking the permission of the members of the committee.
2- The arbiter is chosen according to the rules approved by the Faculty Board, they are as follows:

a- Must be at least an associate professor.

b- He shouldn't have more than one thesis in the same time in the same faculty.

c- The number of theses he should judge in the university academic year should not be more than three theses.

d- The arbiter's specialization should be the specialization of the thesis.

3- The Faculty Board has the right to change the formation of the arbitration committee in when necessary.

4- The period between the approval of the arbitrator should not more than two months from the formation of the jury.

5- The arbitrator's approval should mention the student's name and the title of the thesis.

Second – Graduate Studies

Diploma

Article (24) Fields of Study

The University of Beni-Suef, on the proposal of the Board of the Faculty of postgraduate studies for advanced Sciences, a Postgraduate Diploma in one of the specialties available in the college and grant the certificate stating the name of the diploma. New diplomas can be suggested on the proposals of the department boards, the approval of the committee of graduate studies and research, and the Faculty Board, still new diplomas
may be organized in co-operation with extramural bodies to obtain a diploma in specific field, and the related board is required to put the organizing rules of this diploma, to be submitted to the committee of graduate studies, the Faculty Board to approved, then to the related departments.

**Article (25): Conditions of Enrollment**

In addition to the general conditions contained in article (3), a student should have a bachelor degree from one of the Egyptian practical faculties or equivalent degree in specializations determined by the Department Council.

**Article (26): Period of Study**

The period of study assigned to obtaining any of the post-graduate diplomas is an academic year, through which a student concentrates on the theoretical study and training programs. The number of credit hours assigned for any of these post-graduate diplomas is not less than twenty four hours.

**Article (27): Courses**

a- This Regulation determines the academic courses, the number of examination hours, and the number of credit hours assigned for each diploma.

b- Courses are taught through the whole academic year, the student is examined at the end of each academic course he studied.
c- The department concerned may instruct the student to study some of the undergraduate courses provided that they are not counted within the credit hours of the diploma according to article (26).

d- A student studies the academic courses from contained in code 500, and he is allowed to study some courses from code 600 related to the Master's degree.

**Article (28): Equalizing Courses:**

The Faculty Board, on the proposal of the board of the concerned department and the approval of the committee of the graduate studies and research, may calculate courses on the graduate studies level that students have already studied in the faculty or in any other institute accredited by the Supreme Council of Universities within five years prior to his registration for the diploma.

**Article (29): Cancellation of the Enrollment**

A student's enrollment in the post-graduate diploma is cancelled in the following cases:

a- If he did not obtain the diploma degree within three years from the date of enrollment including accepted apologies.

b- If he does not pay tuition fees in accordance with the prescribed rules of organization.

c- If a student submits a request for withdrawal in accordance with article (5)
Article (30): Study Fields

The University of Bani-Suef, on the proposal of the Board of the Faculty of postgraduate studies for advanced sciences awards Master's degree through scientific study in the departments, the certificate should show the name of the concerned scientific department, the specialization and the title of the thesis.

Article (31): Enrollment Conditions

To be enrolled for a Master's degree a student has to follow the following conditions in addition to those contained in Article (3):

a- Should obtain a Bachelor from one of the practical faculties with at least grade "Good" from one of the Egyptian universities, or any equal degree, and grade of at least (Good) in specialization.

b- The Faculty Board, on the recommendation of the Board of the concerned department, may admit students for the Master's degree if he has obtained a Bachelor from one of the practical faculties with less than Good in addition to one of the equivalent Post-graduate diplomas from one of the practical faculties with grade (Very Good) at least.

c- The Faculty Board, on the recommendation of the board of the concerned department, may accept non-Egyptian students who obtained the Bachelor from any one of the practical faculties from any college or scientific institute accredited by the Supreme Council of Universities provided that he has obtained a general grade (pass) and (good) in specialization.
d- A student must dedicate himself for study at least two days per week for two academic year.

e- Students applying for Master's degree while they have obtained a B.Sc. in a specialization other than the required, may be enrolled after passing rehabilitation course exams that may be required by the relevant department, and these hours are not counted from the hours mentioned in article (35).

Article (32): Period of Study:

a- The minimum period of awarding a Master's degree is one calendar year from the date of the approval of the University to the registry.

b- The maximum period of awarding a Master's degree is five calendar years from the date of the registration putting into consideration the periods in which the enrollment is suspended, the enrollment may be extended up to a maximum one calendar year on the request of the main supervisor and the approval of the board of relevant department and the committee of post-graduate studies and researches and the Faculty Board.

c- To register a Master's thesis, passing the exams for Pre-Masters should not be before more than five years.

Article (33): Study Courses

The board of the relevant department determines, before the beginning of the academic year, the study courses which will be taught to the students during the academic year from among the list of courses of the code 600 in accordance with the schedules attached, and these courses are approved by the Vice Dean for Graduate Studies and Research and the Faculty Board.
Article (34): Supervision

a – The Faculty Board appoints, on the recommendation of the board of the relevant department and the approval of the Committee of the Graduate Studies and Research, a main supervisor for the student from among the professors or associate professors in the faculty, a lecturer may participate in the supervision, the Faculty Board may approve the participation of specialists outside the faculty, in all cases the number of supervisors should be more than three.

b – In case of travel of one of the supervisors abroad the Faculty Board has the right may leave the supervising committee without amendment or adds a member to the supervisory Committee or omit the name of the traveling supervisor, or do both amendments on the recommendation of the board of the relevant department, the approval of the Committee of Graduate Studies and Research, and according to the report provided by the supervisor before leaving to travel supported by the opinion of the main supervisor without disparaging the provisions of Article (20) in the Regulations.

c - The Faculty Board may make amendments on the supervisory by omitting members or adding others or both on the recommendation of the main supervisor and the approval of the board of the relevant department and the committee of the graduate studies and research without no contradiction with article (20) in the Regulations.

d - The main supervisor submits, at the end of each academic year, a report to the relevant department about the student's progress in his study, the main supervisor may recommend the continuation of registry or the cancellation of the enrollment.

Article (35): Study Requirements

a - The total number of hours for obtaining Masters' degree thirty six credit hours in two academic levels.

b - The relevant board determines the study courses which suit the specialization branch from among all the courses approved by the
board of the faculty, the total hours which the student should study for his Masters should not be less than 18 credit hours from code 600, the Vice dean for post-graduate studies and research approves these courses as is shown in article (33).

c- A student has to complete a research in a topic determined by the main supervisor and approved by the relevant department and the committee of graduate studies and research and the board of the faculty, and the student submits a thesis of 18 credit hours.

**Article (36) Equalizing courses**

The Faculty Board, on the recommendation of the relevant department and the approval of the faculty committee of graduate studies and research, may count courses on the post-graduate level of the Master's at least that the student has completed in the past in a scientific institute approved by the Supreme Council of Egyptian Universities, within the five years before his registry in the Master's degree.

**Article (37) Conditions of Granting the Degree**

The Faculty Board recommends, on the recommendation of relevant department and the committee of the graduate studies and research, may award the degree of Masters after completing the following conditions:

a- The passage of one year calendar from the beginning of registration (the approval of the University Council on the registry).

b- The student's success in all the courses, his success in German or French before registration for the degree, and his success in English (Toefl) before submitting his thesis.

c- The approval of the Committee of Arbiters and their recommendation to grant the degree according to article (23) of the Regulations.

d- The publication of a research paper (accepted for publication) in any of the foreign or local journals assigned by the Faculty Board, or accepted for publication.
Article (38): Cancellation of Enrollment

The Faculty Board may cancel a student's enrollment for the Master's degree according to the following cases:

a- The student's failure in any of the courses more than once, a student should not submit more than two excuses during the period of registry in the Pre-Masters year, a third (and final) excuse may be accepted in special exceptional cases after the approval of the board of the relevant department, the Faculty Board, and the Committee of Graduate Studies and Research of the University, in case of the student's failure in one course or two only.

b- The student's interruption of the study, or showing carelessness in research, on reports by the supervisors and the approval of the board of the relevant department and the committee of graduate studies and research.

c- The jury (Committee of Arbitrators)'s rejection of the thesis and recommending not to grant the degree.

d- Not granting the degree within the period stipulated in article (32) in the Regulations putting into consideration the cases of enrollment stopping.

e- The student submits a request to cancel his registration for the Master's degree, and the approval of the supervisors on the cancellation.

f- Non-payment of fees and tuitions in accordance with the organizing rules.
Fourth: Degree of PhD

Article (39): Study Branches

Beni-Suef University, on the proposal of the Faculty Board the degree of PhD through study in above mentioned scientific departments shown in table (3), the name of the scientific department should be mentioned in the certificate (the specialization) and the title of the thesis.

Article (40) Conditions of Registration

To register for PhD degree should be according to the following:

(a) The Conditions contained in article (3)

(b) Should have obtained a Master's degree in one of the faculty's specializations in the same specialization from one Egyptian Universities or any degree equivalent to it from any institute approved by the Supreme Council of Universities.

(c) The student submits a request for the administration of graduate studies to be enrolled after the approval of one of the professors or associate professors to the supervision, the students submits to the board of the relevant department to approve the supervision and determine the field of study and dissertation plan and the theoretical courses (according to article (46) to be submitted – after completing all the documents – to the committee of graduate studies and research and Faculty Board.

Article (41): Period of Study

a- The minimum for obtaining a PhD degree is two calendar years from the date of registration (the approval of the University Board).

b- The maximum for obtaining a PhD degree is five calendar years putting into consideration the cases of stopping the enrollment, the enrollment may be extended more one calendar year maximum, on the request of the supervisors and the approval of
the relevant department and the committee of graduate studies and research and the Faculty Board.

**Article (43): Supervision**

In addition to the items contained in article (34) paragraphs (B, C and D) add the following: Supervisory of PhD may be joint among the members of committee of supervision from the University of Beni-Suef, and another supervisor from one of the credit foreign universities or institutes approved by the Supreme Council of Egyptian Universities without violating article (20) of the Regulations.

**Article (44): Plan of PhD research**

a- The student passes an exam in English, he may be exempted from this exam if he submits what shows his success in this exam within four years from his enrollment.

b- The main supervisor determines a topic of research for the student to be approved by the board of the relevant department and the vice dean for graduate studies and research, and the student submits a thesis of the conclusions of the research which should be new contribution in the branch of specialization putting into consideration the period of stipulated in article (41) in the Regulations.

c- The board of the relevant department may, on the request of the main supervisor, approve the amendment of the field of study for only one time during the study for PhD, this may be done with or without any change in supervisors, this amendment is approved by the committee of graduate studies and research and the Faculty Board, without entailing the amendment of periods of stipulated in article (41) in the Regulations.

d- Passing a course in computer applications in accordance with rules set by the University.
Article (47): Conditions of Granting the Degree

The Faculty Board recommends, on the request of the relevant department and the faculty committee of graduate studies and research, granting PhD degree according to the following conditions:

1- The passage of at least two calendar years from the date of registration (the approval of the Faculty Board).

2- Acceptance of the dissertation by the committee of arbiters and their recommendation to grant the degree.

3- Publication of (2) papers, one of them is published in one of the credit journals approved by the Faculty Board.

Article (48): Cancellation of the Enrollment.

The Faculty Board may cancel the student's enrollment for PhD in the following cases:

1- Interruption or lack of seriousness in research according to a report from the supervisors and the approval of the board of the relevant department and the committee of graduate studies and research.

2- When the committee of arbiters rejects the dissertation.

3- If he is not awarded the degree within the period stipulated in paragraph (B) in article (41) in the Regulations.

4- The student submits a request to cancel his enrollment for PhD approved by the supervisors.

5- If he does not pay the study tuitions and fees in annual basis in the assigned dates.

Article (49):

Articles of the law (49) for (1972) and its by-law are applied in cases unmentioned in the regulations.
Acceptance rules of foreign students:

Foreign graduates must complete the following procedures:

1- Applying to the faculty with the following documents:

a- Original certificates authenticated by the Egyptian Foreign Ministry.

b- Birth Certificate.

c- Four recent personal photos.

d- Health certificate.

e- Equivalent academic qualifications from the Supreme Council of Universities.

F- An official letter from the embassy of the graduate students who want their countries to be their sponsors.

2- Preliminary approval from the Council of the Faculty.

3- Foreign graduates will be initially accepted until the approval of the foreign graduates' administration.

4- The council approval of the Faculty and the University on the graduate's enrollment.