

German University in Cairo

Faculty of Postgraduate Studies and Scientific Research



الجامعة الالمانية بالقاهرة

General Study and
Examination Regulations
for Postgraduate Studies

2021

The general Study and Examinations Regulations for the
Master and Doctorate Degrees and other offerings of the
Faculty of Postgraduate Studies and Scientific Research

CONTENTS

CHAPTER I : General Provisions			Page
Article 1	Regulatory reference documents		4
Article 2	Scope		5
Article 3	Purpose of postgraduate studies		5
Article 4	Academic disciplines at GUC ; faculties and its related departments		6
Article 5	Types of postgraduate studies offered at GUC		7
Article 6	Nature and profile of postgraduate studies		7
Article 7	Scientific degrees		8
Article 8	Graduate attributes (competency profile) of scientific degrees		9
Article 9	Learning outcomes and credit level		9
Article 10	Beginning of the program		10
Article 11	Language of study		11
Article 12	Mode of study and study load for full-time and part-time programs of study		11
Article 13	Academic semesters and registration for courses		11
Article 14	Tuition and fees		12
Article 15	Academic advisor		12
Article 16	Study system		12
Article 17	Course add /drop /withdraw		13
Article 18	Course attendance		13
Article 19	Specific binding regulation		13
 CHAPTER II : General Study and Examination Regulations Regarding Master Programs			
Article 20	Admission requirements of the program		14
Article 21	Enrollment and registration		15
Article 22	Program structure		16
Article 23	Standard period of study		16
Article 24	Work experience		17
Article 25	Equivalency of modules (Credit Transfer)		17
Article 26	Examinations in master programs		18
	(1)Course examinations Form		
	(2)Admission requirements to attend examination		
	(3)Examination periods		
Article 27	Registration in master thesis and requirements		18
Article 28	Assessment of module examinations (including master's theses), calculation of final result		20
Article 29	Passing and failing of module examinations		20
Article 30	Examinations failed at last attempt		21
Article 31	Retake of module examinations		21

Article 32	Completion/Termination of the degree program	22
Article 33	Degree certificate, transcript of records	22
Article 34	Default, withdrawal, deception, administrative offence	22
Article 35	Suspending registration (Leave of absence)	24
Article 36	Cancellation of registration	24
Article 37	Revocation of an academic degree	25

CHAPTER III : General Study and Examination Regulations Regarding Research Doctorate PhD

Article 38	Preamble	26
Article 39	Scope	26
Article 40	Fields of study of the doctoral degrees	26
Article 41	Eligibility	27
Article 42	Admission process	27
Article 43	Admission status	28
Article 44	Registration	28
Article 45	Supervision and implementation of the doctoral thesis	28
Article 46	Duration of the doctoral program and extensions	29
Article 47	Program Structure	29
Article 48	Suspension, withdrawal, or termination	30
Article 49	Examination committee	31
Article 50	Assessment of the Doctoral Thesis:	31
Article 51	Doctoral defense examination (disputation)	32
Article 52	Conferral of the doctoral degree	32
Article 53	Graduation, Certificate, and PhD Title	33
Article 54	Publication of the doctoral thesis	34
Article 55	Copyright	34

Article 56	CHAPTER IV : General provisions For Study and Examination Regulations Regarding Diplomas and Non Degree studies	35
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CHAPTER I

General Provisions

Article 1

Regulatory Reference Documents

The GUC's Board of Trustees adopted the following statutes in connection with:

1. The law number 101 for the year 1992 regarding the establishment of private universities
2. The Presidential Decree No. 335 for the year 1996
3. The presidential decree number 27 of 2002 for establishment of GUC
4. The study regulations of the Universities of Ulm and Stuttgart
5. The presidential decree 219, for the year 2002 regarding the executive provisions (bylaws) for the law number 101 of 1992 regarding the establishment of private universities.
6. Cooperation Agreement concluded between Ulm University, Stuttgart University and the German University in Cairo (GUC) in phase IV (2019- 2023).
7. Common structural guidelines of the Länder for the accreditation of Bachelor's and Master's study courses (Resolution of the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany of 10 October 2003 as amended on 4 February 2010)
8. Rules for the Accreditation of Study Programmes and for System Accreditation Resolution of the Accreditation Council of 08.12.2009, last amended on 20.02.2013
9. Competency profile of graduates- as mentioned in Dublin descriptors (2000, 2002) and in the European Qualification Framework EQF (2003) and the German Qualification Framework (2005)
10. ECTS user guide versions 2009, and 2015

11. **Structural Conditions for Bachelor/Master Study Programs** Resolution of the Standing Conference of Ministers of Education (KMK) in Germany of 5 March 1999
12. **Framework Act For Higher Education HOCHSCHULRAHMENGESETZ - HRG** as promulgated on 19 January 1999 (BGBl. I, p. 18) and as amended by Article 1 of the Act of 27 December 2004 (BGBl. I, p. 3835) considering the decision of the Federal Constitutional Court of 26 January 2005 (2 BvF 1/03)
13. **Criteria for the Accreditation of Study Programs** (resolved on 17 July 2006, amended on 29 February 2008)
14. **Guidelines for the Self-Evaluation and Assessment of Degree Programs**
Decision of the Accreditation Commission of 12th of December 2003
15. Recommendations of the National Authority for Quality Assurance and Accreditation of Education (NAQA) and the National Academic Reference Standards- NARS (2009)

Article 2

Scope

- (1) The general study and examination regulations are applicable to all GUC faculties, academic departments and related major disciplines.
- (2) The general study and examination regulations apply to all postgraduate degree and non-degree studies.
- (3) The faculties will issue study bylaws that supplement the general regulations regarding Postgraduate studies at GUC.

Article 3

Purpose of Postgraduate Studies

- (1) Programs or studies for postgraduates may be offered for conferring advanced academic or professional qualification or for intensifying the study of a subject, in particular with a view to developing emergent new talents in the arts and science.
- (2) The purpose of research shall be the acquisition of scientific knowledge and research skills.

(3) Research at GUC may relate to any academic discipline at GUC and to the application of scientific findings in the fields of study related to its disciplines, including the potential impact of such applications.

(4) Research ethics will be implemented in all GUC research activities.

(5) Research conducted at GUC will highly consider national and community needs.

Article 4

Academic Disciplines at GUC: Faculties and their Related Departments

(1) The university is constituted of different faculties, which are composed of different major departments offering programs of one, or multidisciplinary, specialization in the following major disciplines:

- Engineering and Material Science (EMS)
Including Material Science (MS), Design and Production Eng (EDPT), Mechatronics Engineering (ME), Architectural Engineering (AE), and Civil Engineering (CE)
- Information Engineering and Technology (IET) including Electronics Eng. (EE), Network Engineering (NE), and Communication Engineering and Technology (CET)
- Media Engineering and Technology (MET), including Digital Media Engineering and Technology (DMET), and Computer Science and Engineering (CSE)
- Pharmacy and Biotechnology (PB) including Pharmacy (PH) and Biotechnology (BT)
- Management Technology (MT), including General Management (GM), Business Informatics (BI), and Technology Based Management (TBM)
- Basic Science (BS) including Mathematics, Physics, and Chemistry
- Applied Science and Arts (ASA) including Graphic Design (GD), Media Design (MD), and Product Design (PD)
- Languages and Art (LA) for German language (GL) and English language.
- Law and Legal Studies

(2) Single-discipline and interdisciplinary postgraduate studies and research can be carried out at the GUC faculties, its departments or with other universities in Egypt and abroad.

Article 5

Types of Postgraduate Studies Offered at GUC

(1) Scientific Degrees:

The German University in Cairo awards the Master's degrees and the Doctorate Degrees. These degrees may be research fields based degrees where scholarly research and academic activity is the main work (such as M.Sc., M.A., PhD) or an advanced professional degree providing further training in a specialized area of the profession (such as MBA and DBA).

(2) Joint or Double Degrees with reputable German Universities

(3) Non-degree studies

GUC offers postgraduate education, which can involve postgraduate diplomas and certificates (composed of one or more modules)

Article 6

Nature and Profile of Postgraduate Studies

(1) The master studies are composed of taught courses and research based modules, with differing propitiations.

(2) The master programs may be more theory oriented study programs or more application oriented study programs.

(3) The doctoral studies comprises writing an academic thesis (dissertation) and passing an oral examination (disputation) at the end of studies. There is a structured program for students pursuing doctoral degree. Several scientific activities are prerequisite to fulfill before granting the doctorate degree.

(4) GUC will offer other doctoral studies with taught courses or professional doctorates (practice related doctorates) that focus on embedding research in a reflective manner into another professional practice. In all cases, they must meet the same core research standards as the traditional doctorate.

(5) Bi-national doctoral programs with German universities are encouraged. Professors from two different higher education institutions (known as the cotutlle-de-these or double thesis supervision) supervise such programs.

Article 7

Scientific Degrees

(1) German University in Cairo (GUC) is offering the following postgraduate degrees according to the framework of qualifications for the European Higher Education Area (2003), the Egyptian law 49 of 1972, and based on ECTS as a study system and the 3 cycle level descriptors, the German University in Cairo awards, upon the recommendation of the faculty of Postgraduate Studies and Scientific Research, the following degrees:

- Master of Science (M.Sc.)
- Master of Art (M.A.)
- Master of Applied Art (M. A.)
- Master of Business Administration (MBA)

- Doctor of Philosophy (Ph.D.)
- Professional Doctorate (DBA)

- Professional Diploma
- Postgraduate Diploma

(2) The Master's degree courses are to be differentiated, according to profile type, as "more strongly application-oriented" and "more strongly research-oriented". For a Master's degree course it should be established whether it is a consecutive, non-consecutive or further education Master's degree course.

(3) In case of interdisciplinary courses, the degree title is taken from the faculty most strongly represented in the degree program .

(4) For further education and non-consecutive Master's study programs, Master's degrees designations may also be used that diverge from the afore- mentioned titles (e.g. Master of Business Administration, MBA).

(5) For professional Doctorates, paragraph (5) above will be applied otherwise the title is PhD.

(6) For postgraduate diplomas, paragraphs (3) and (5) above will be applied.

Article 8

Graduate Attributes (Competency Profile) of Scientific Degrees

(1) Master of Science and Master of Art aim to:

- Have the ability to apply their knowledge and understanding, and problem solving abilities, in new or unfamiliar environments within broader (or multidisciplinary) context related to different disciplines
- Have the ability to integrate knowledge and handle complexity , and formulate judgments with incomplete or limited information, but that include reflecting on ethical responsibilities linked to the application of their knowledge and judgments
- Have the ability to communicate their conclusion, and the knowledge and rational underpinning theses to specialists clearly and unambiguously;
- Have developed learning skills that will allow them to continue to study in a manner that may be largely self- directed or autonomous, and to take responsibility for their own professional development.

(2) Master of Applied Art aims to:

- Develop capabilities for producing designs and artwork
- Prove her/ his ability to formulate ideas and creative artwork. These require the successful completion of set of well-designed applied art courses to serve the purpose.

(3) Doctor of Philosophy aims to (in addition to the master attributes):

- Demonstrate the candidate's ability to carry out independent research; analysis and presentation of his/her research at the most advanced level in a particular field of study.
- Depict the relationship of the thesis to the wider context of knowledge of the field.

(4) Postgraduate Diploma study aims to:

- Enhance the scientific and professional capabilities of graduates in specific areas through studying advanced and applied courses may be with preparing a thesis on practice-oriented project.
- Demonstrate the ability to do independent academic work.
- Proves the ability to present, discuss and conclude professional issues.

Article 9

Learning Outcomes and Credit Level

(1) The learning outcomes of a program in terms of the knowledge and skills acquired by the graduates at the time of graduation to achieve the required graduate attributes will be defined for each offered program.

(2) GUC adopts the concept of learning outcomes oriented approach (learner-centered approach) instead of the content oriented approach (teacher-centered approach) at the level of the program and at the level of offered courses that fulfill the requirements of the European qualifications framework (EQF). This level refers to the degree of achievement in academic progress on a scale, with gradations representing the extent of acquisition of knowledge, conceptual understanding, competencies and practical skills.

(3) The " level" of the achievement is expressed using bloom's taxonomy (knowledge, understanding, problem solving, analysis, synthesis, evaluation).

(4) On designing the curricula for postgraduate studies, the level of achievement will demonstrate clear distinction between the bachelor, Master, and Doctorate levels 'courses (if applicable). This distinction between levels reflects the expression of the relative demand, complexity, depth of learning and creativity required from the students at bachelor, Master, and Doctorate levels.

(5) The Level of achievement at each course will be stated in the learning outcomes of the program as well as the course, and will be reflected on the teaching method, assessment method and student workload.

(6) This is applicable to all postgraduate studies whether leading to a degree or non-degree courses. The level of the courses of the program must be stated at the module handbook.

(7) For defining the level of outcomes, the faculty or the department offering the program will consider the graduate's attributes mentioned in articles 8 and 9. Also, the concerned faculty or department may consider adopting the learning outcomes and competency profile at German universities or at international level as benchmarks for developing the program learning outcomes.

Article 10

Beginning of the Program

(1) The beginning of the program is regulated in the Program Specific Study and Examination Regulations.

(2) The faculty determines the time of intake of students (for example at which semester).

Article 11

Language of Study

The language of study at GUC is English. Other languages can be used for teaching according to the nature of the program.

Article 12

Mode of Study and Study Load for FULL-TIME and PART-TIME Programs

- Enrolled full time students have to work 5 full working days/ week with 30 ECTS credit points workload per semester.
- Enrolled part-time students have to devote at least 2 full working days/week with 12-18 ECTS credit points workload per semester.

Article 13

Academic Semesters and Registration for Courses

- (1) The academic year is divided into two main semesters and one short summer semester:
 - The Winter semester starts in September/ October and continues for 16-18 weeks
 - The spring semester starts in January/ February and lasts for 16-18 weeks
 - The summer semester(s) starts at July and continue for 5- 6 weeks. Summer courses may be offered based on the decision of the faculty.
- (2) **"Extended Thesis Semester"** For the thesis allocated 30 ECTS credit points, the duration for full time students to submit the thesis is at least 6 months. This time is allocated to thesis work from the time of approval of the research protocol; that is counted from official time of transfer from enrollment to registration. Other activities done by students in searching for the topic, preparing review articles, presentations, or other related activity can be assigned credits so long as they will have measurable outcomes related to the program objectives and assigned credits in program structure from the start.
- (3) The registration for any degree courses should take place at maximum 2 weeks before each semester after satisfying all registration requirements and the payment of the tuition fees.

Article 14

Tuition and Fees

- (1) The students pay the tuition fees at the times announced, usually at the beginning of the semester.
- (2) Registration of a student in a semester is terminated if the student does not pay the tuition fees

Article 15

Academic Advisor

An academic advisor will assist the student to choose the elective courses relevant to his/her field of study and to select a research point for the postgraduate study.

Article 16

Study System

- (1) The postgraduate studies are based on European Credit Transfer and accumulation system (ECTS) which adopts the concept of learning outcomes¹, student workload² and credit points³.
- (2) In ECTS, the degree courses are constructed into modules⁴. The module volumes are determined by *students' workload* (contact hours and self-study) and are quantified in credit points (CPs).

¹ The learning outcomes of a program is the knowledge and skills acquired by the graduates at the time of graduation to achieve the required graduate attributes

² Student workload indicates the time students typically need to complete all learning activities (such as lectures, seminars, projects, practical work, self-study and examinations) required to achieve the expected learning outcomes

³ One credit point (CP) corresponds to an average student workload of 25- 30 hours

⁴ A module is a complete teaching and study unit in terms of both content and time. Modules usually represent a course or a combination of courses related to each other in content, including practical courses, project work, as well as independent studies. The content of the module is usually set in a way that can be taught within a semester or two. Modules in block form in terms of time are also possible.

- (3) In case of using another credit system for accumulation of study workload (such as the credit hours system), the ECTS credit points will be used for transfer. In such case, the modules handbook for the program will show the ECTS equivalent credit points.

Article 17

Course Add/ Drop/ Withdraw

- (1) The student can add and/or drop courses during the first two weeks of a semester.
- (2) The student is allowed to withdraw from a course during the first eight weeks of the fall and spring semesters and during the first three weeks of the summer semester.

Article 18

Course Attendance (Full time/ Part Time)

The student is required to attend at least 75% of the lectures and other course activities. A student is deprived from attending the final examination of any course that he/she has not fulfilled the attendance requirements.

Article 19

Specific Binding Regulation

The procedures to be followed for each degree differ according to the common practice in each discipline and therefore the following sections are considered binding as general regulations for the respective degrees. Any disputes regarding differences between the general regulations and the specific degree regulations will be resolved according to the specific degree regulations. General rules are binding for cases, which are not clearly stated within the specific degree regulations.

Chapter II

General Study and Examination Regulations Regarding Master Programs

Article 20

Admission Requirements of the Program

- (1) Generally, the applicant must have a bachelor degree from a nationally or internationally recognized university.
- (2) Foreign Degrees must be equivalent to Egyptian or German university degrees. Further requirements are dependent on the nature of the program
- (3) According to the nature of the program, it must be stated clearly in the program study and examinations regulations if the bachelor must be in the same discipline (usual requirement) or if a degree in other disciplines fulfill the conditions of admission.
- (4) The minimum accepted cumulative GPA is “Good”, but the faculty offering the program may specify the required cumulative GPA of the bachelor or the GPA of certain undergraduate subjects.
- (5) According to the nature of the program and the time elapsed since the award of bachelor degree, it may be required from the students to take prequalifying courses. In such case, the maximum additional courses to be taken by the students should not exceed 60 ECTS credit points or equivalent.
- (6) If it deems significant to the program, the maximum time elapsed between the award of the bachelor degree and the admission date to master program must be specified.
- (7) The English language proficiency is a basic requirement that must be ensured and the level specified, if necessary, at admission. If other languages requirement is needed for the specific program, it must be stated in the study and examination regulations.
- (8) The faculties has the right to define further admission requirements in separate admission statutes or in the program specific Study and Examination Regulations (may include specific required skills Aptitude test like IT or GMAT, oral or written exams, interviews, internships or other requirements).

(9) In master's degree program of a further training (professional) nature, a proof of professional practice may be required. In such case, the minimum duration of experience must be specified in addition to any specific features of such experience (for example staying abroad for a certain period, working with certain labs, using certain software or other features).

(10) Administrative requirements include filling special form(s) and submitting necessary documents as per regulations.

(11) For master programs designed to accept part time students on weekdays, the minimum required attendance is 2 days per week. If the student has a full time job, then authorization from the place of work should be submitted for the period of the study that ensure that the student will be able to fulfill the academic requirements of the program.

(12) The student is required to pay predetermined tuition and fees approved by the university or he/she should be supported by a scholarship or a grant.

(13) For foreigners, a visa and residency in Egypt are mandatory.

Article 21

Enrollment and Registration

(1) The student is considered "Enrolled" in the Master program from the date of approval of the Faculty of Postgraduate Studies and Scientific Research for his/her application to enroll in the advanced courses of the corresponding program. The maximum period for enrollment in the program will be calculated based on this date.

(2) The date of "Registration" for thesis is considered differently from the "Enrollment date". It is the date of acceptance of the request forwarded by the candidate or supervisor to change the status from "Enrolled" to "Registered" based on the process described below in paragraph (3).

(3) The minimum time and conditions to transfer from Enrolled to Registered are to be specified by the program study and examinations regulations (such as certain dates, certain credits achievement, practical training, seminar, or any other conditions specified in the regulations) considering the duration of the program and if it is full time or part time study.

(4) The maximum duration for Enrollment and Registration is clarified in the program study and examinations regulations considering the duration of the program.

(5) The process of transfer from Enrollment to Registration is as follows, (unless otherwise described in the program- specific study and examinations regulations and approved by the Faculty of Postgraduate Studies and Scientific Research or delegated committee):

- Naming the supervisor and specific research point
- The student prepares a detailed “research plan report” under the direction of the supervisor
- The student may be requested to present the plan in a seminar for discussion in the department or related departments in case of interdisciplinary research
- The department council approves the plan
- The candidate or the supervisor presents the request for transfer from enrollment to registration provided that he had fulfilled the requirement specified in the program study and examinations regulations considering the regulatory durations
- The Faculty of Postgraduate Studies and Scientific Research should then approve the transfer from enrollment to registration. The registration date is considered from the date of getting the approval (different from the enrollment date)

Article 22

Program Structure

- (1) Master programs require completion of at least 120 CP, mostly classified into 30 ECTS prequalifying courses, 60 ECTS master courses and 30 ECTS master thesis.
- (2) Exact program structure is clarified in the program specific study and examination regulation

Article 23

Standard Period of Study

(1) For FULL TIME students, the standard period of study is one and half to two academic years for master programs. The program is 60 credit points per academic year and 30 CPs per semester. The maximum time allowed to graduate for Master degree is 4 years. Extension may be subject to financial implications.

(2) For PART TIME students available at campus for at least 2 days per week with semester workload 40 -60% (study load less than 18-20 ECTS credit points), the normal minimum duration will be at least 2 years and may reach up to 5 years for the master degree based on supervisor recommendation. Extension may be subject to financial implications.

Article 24

Work Experience

The program study and examination regulations may demand from the students to do work experience and describe the scope and content thereof.

Article 25

Equivalency of Modules (Credit Transfer)

- (1) Modules that have been completed in courses with credits at comparable level from an Egyptian or equivalently accredited institutions will be recognized upon request.
- (2) Module equivalence is not based on a schematic comparison but on an overall view according to ECTS rules where content and requirements shall be in line with learning outcomes and the skills to be acquired in the module.
- (3) Credits and course achievements at another university or equivalent higher education institute outside Egypt shall be approved by the Faculty of Postgraduate Studies and Scientific Research and the concerned faculty.
- (4) The decision on equivalence may exempt the students from studying the course at GUC but may be subject to an assessment or the student may be exempted from both attendance and assessment for the transferred module.
- (5) If course equivalence is approved due to previous agreement or if both systems are comparable with each other, the grades and credits may be taken over and included in the calculation of the overall grade, If the grading systems are not comparable, the annotation "Transfer - TR" is used. Indication of either the grade or the "TR" status of the transferred courses in the transcript of records is permitted.
- (6) The minimum accepted module grade to be transferred is "good", however, the program specific study and examination regulations may request higher grades.
- (7) Generally, The modules requested to be transferred have to be successfully completed within the last five years unless otherwise requested by the faculty.

(8) At least half of the component credit of a master program assessed in ECTS must be taken at the German University of Cairo in the related master.

Article 26

Examinations in Master Programs

(1) Course Examinations Form

- Course examinations consist of examinations, coursework, reports, presentations or otherwise.
- Course examinations may consist of one (final exam) or several examinations (partial module examinations).
- Course examinations may include oral, practical or written exams.

(2) Admission Requirements to attend the Examination

The admission to course examinations requires achieving attendance of at least 75% of the course work.

(3) Examination Periods

The examination periods for written module examinations in master programs are held at the end of each semester.

Article 27

Registration for the Master's Thesis and Requirements

- (1) The requirements for admission to the master's thesis are specified in the respective program specific study and examination regulations
- (2) For non- GUC graduates, the application for registration for the master's thesis is done after fulfilling the pre-qualifying courses
- (3) When students comply with the requirements, they shall contact an academic staff member to request a topic. Students shall be given the opportunity to make their own suggestions for a topic.
- (4) The master's thesis and defense is equivalent to 30 ECTS credit points. Doing such thesis research project shall give students the opportunity to show that they are capable of elaborating a topic taken from their major subject using scientific methods within a fixed

period. The presentation of the master's thesis or a defense of the thesis is a part of the examination.

- (5) The master thesis is supervised by a main supervisor and may include co-supervisor(s). The supervisor shall be a full time Ph.D. holder from the faculty offering the program and the co-supervisor shall be a Ph. D. holder from the same faculty or another GUC faculty or from other recognized national or international universities with the approval of the Faculty of Postgraduate Studies and Scientific Research (FPGSSR).
- (6) The topic of the master's thesis shall be approved by supervisor, the head of department, the faculty dean and the dean of the Faculty of Postgraduate Studies and Scientific Research.
- (7) Upon submission of justified request, the Faculty of Postgraduate Studies and Scientific Research may approve the change of the topic of the thesis only once within three months period of the date of the registration for the master thesis. In such case, the timeframe to finish the new master thesis starts from the date of approval of the new topic.
- (8) Upon submission of justified request, the Faculty of Postgraduate Studies and Scientific Research may approve adding thesis co-supervisor within three months period of the date of the registration for the master thesis upon submission of justified request by the main supervisor.
- (9) Following the supervisor/s agreement that the student has finished the research work as indicated in the research plan, the students is to write the thesis under guidance and supervision of the supervisor/s.
- (10) Once the first draft of thesis is ready the supervisor/s send to the FPGSSR for circulation "Umlauf" process.
- (11) The FPGSSR is to send the thesis to the examination committee to evaluate the quality of the thesis and confirm the validity of the thesis ahead of the defense.
- (12) The defense serves the purpose of proving to the defense committee the candidates knowledge in the field and his capability to defend his work.
- (13) The master's thesis must be written in English.
- (14) The **Master Examination Committee (EC)** consists of the following members:
 - a) The supervisor and co-supervisor(s) (one vote)

- b) Two professors recommended by the supervisors and approved by the faculty of specialization and the FPGSSR. One must be external international examiner and one external national examiner.
- c) In case of conflicts among the examination committee regarding the assessments of the thesis or defense, the supervisor(s) collectively have one weighted vote added to the individual votes of the external and internal examiners.

Article 28

Assessment of Module Examinations (including Master’s Theses), Calculation of Final Result

- All modules are counted towards final result except in some cases of transferred courses
- All examinations requiring marks shall be awarded one of the following marks:

<i>Course Grading</i>			
Letter Grade	Verbal Grade	Numeric Grade	Percentage
A+	Excellent	0.7	94.0
A		1.0	90.0
A-		1.3	86.0
B+	Very Good	1.7	82.0
B		2.0	78.0
B-		2.3	74.0
C+	Good	2.7	70.0
C		3.0	65.0
C-		3.3	60.0
F	Fail	5.0	<60%
FA	Incomplete	5.0	Incomplete

<i>Cumulative Grading</i>	
Verbal Grade	Cumulative Grade Range
Excellent	0.7—1.54
Very Good	1.55—2.54
Good	2.55—3.54
Satisfactory	3.55—3.70

Article 29

Passing and Failing of Module Examinations

- (1) Generally, a module examination shall be deemed to be passed if the module mark is “Good” (3.3) or better.
- (2) The master’s thesis as well as the presentation, shall be deemed to have been passed according to the program-specific study and examination regulations if all of them were marked “Good” (3.3) or better.

Article 30

Examinations Failed at Last Attempt

- (1) The master’s thesis shall be failed if:
 - a) The master’s thesis was failed or was deemed to have been failed at the second attempt
 - b) Students failed a retake of an exam at last attempt according to the program-specific study and examination regulations
 - c) Students’ rights to be examined were forfeited due to their exceeding the time limits
- (2) Students who did not pass their master examination at last attempt shall receive a written notification thereof accompanied by information about legal redress.
- (3) Where students did not successfully complete their degree program, they shall receive, together with their proof of matriculation, a certificate documenting all examinations they completed successfully.

Article 31

Retake of Module Examinations

- (1) Module examinations in compulsory modules that were marked “fail” (5.0) or that are deemed to be failed may be retaken once after repeating the full course, unless the respective program-specific study and examination regulations provide otherwise.
- (2) It is not permitted to retake a module examination that was passed unless the respective program -specific study and examination regulations provide otherwise.
- (3) The program-specific study and examination regulations may provide that module examinations in compulsory elective or elective modules may be retaken more than once.

(3) Retakes of module examinations must be taken within the examination periods specified in the program-specific study and examination regulations. A student's right to be examined shall terminate if s/he fails to meet the deadlines provided for the last retake unless the student is not responsible for the default.

Article 32

Completion/Termination of the Degree Program

(1) Students shall be deemed to have successfully completed their master program when they have successfully performed all achievements and modules required for the respective program by the program-specific study and examination regulations and obtained the number of credit points necessary for passing a master program.

(2) In case of withdrawal from the program, an official request by the student should be submitted along with supporting documents to the Faculty of Postgraduate Studies and Scientific Research.

(3) Where students did not successfully complete their degree program, they shall receive, together with their proof of ex-matriculation, a certificate documenting all examinations they completed successfully

Article 33

Degree Certificate and Transcript of Records

Upon completion of the program, the student shall be given the following:

- a) **“Transcript of records”** A transcript of examinations passed will be issued stating the grades of the single subjects as well as the overall grade achieved by the student. It is signed by the university president, the dean of the concerned faculty/ program and/or the dean of the Faculty of Postgraduate Studies and Scientific Research.
- b) **“Degree certificate”** bearing the student name, thesis title and awarding date, testifying the award of the master's degree. The “degree certificate” shall be signed by University President and the Dean of the Faculty of Postgraduate Studies and Scientific Research.

(2) The degree certificates of the programs will be issued in English.

Article 34

Default, Withdrawal, Deception, and Administrative Offence

(1) Module examinations are marked failed if students failed to appear on examination dates without good cause or if they withdrew from an examination between registration and the end of the examination without good cause. The same shall apply if a master's thesis is not submitted within the allowed time period unless the student is not responsible for the default.

(2) The reason claimed in justification of the withdrawal or the default must immediately be indicated to the Dean of the Faculty of Postgraduate Studies and Scientific Research in writing and proved to be credible. Where students claim illness or the illness of their child or a dependent in their exclusive care, they may be asked to present a medical attest. A withdrawal may not be accepted if students have, at the time of the occurrence of the obstacle, already taken parts of the examination whose result is such that the examination cannot be successfully completed. If the reason is accepted, a new date shall be scheduled. In such case, the previously obtained examination results shall be recognized.

(3) Where students attempt to manipulate results of module examinations by deceiving or using inadmissible resources, the respective module examination shall be marked "insufficient" (5.0). In aggravated cases or in cases of repeated attempts at manipulation, the Faculty of Postgraduate Studies and Scientific Research may exclude the student from further retakes leading to their irreversible loss of the right to be examined in this program.

(4) Master's theses whose wording coincides wholly or in essential parts with that of other works and publications without identifying such passages as direct quotations and referencing the sources shall be marked as failed.

(5) In aggravated or repeated cases of plagiarism, students may be excluded from further studies and examinations in this program at GUC. This shall comprise retakes of examinations. In such case, ex-matriculation shall be considered in consultation with the Faculty of Postgraduate Studies and Scientific Research.

(6) Students disrupting the orderly conduct of an examination may be excluded from continuing the module examination by the responsible examiner or supervisor. In such cases, the respective examination shall be deemed to be "insufficient" (5.0). In particularly serious cases, the program-specific board of examiners may exclude the students from taking further examinations.

(7) Students may submit an appeal to be reviewed by the Faculty of Postgraduate Studies and Scientific research. Decisions shall be communicated to the student in writing without delay.

Article 35

Suspending or Freezing of Registration (Leave of Absence)

- (1) The student has the right to submit freeze request to the FPGSSR supported by the supporting documents and approved by the supervisor/s. The FPGSSR shall investigate the case and inform the student with the final decision.
- (2) The period of Freeze will be dropped from the period of study.
- (3) Accepted excuses may be one of the following:
 - Military service
 - Accompanying the husband or spouse abroad
 - If the student is in a mission abroad as a work commitment by his employer
 - Long sick leave
 - Child care according to laws provided that there is an official proof
 - Maternity leave periods as defined by Egyptian laws and must be accompanied by a proof
 - Other conditions accepted by the Postgraduate study and Scientific Research

The FPGSSR shall investigate each case to take the decision

Article 36

Cancellation of Registration

- (1) Registration of the postgraduate student is cancelled without the possibility to be registered in the same specialty (program) in one of the following cases:
 - a) if she/he fails more than twice in a master course
 - b) If the supervisor's report about the performance of the student is unsatisfactory provided that the student had been warned in written letter twice through the FPGSSR
 - c) In case of non-commitment of the student to the ethics and basics of scientific research
 - d) If not settling the fees and tuitions according to the approved rules
 - e) Request of cancellation by the main supervisor and the suggestion of the concerned department council and agreement of the faculty council if the student does not finish the requirements of the degree in the deadlines specified in the study and examination regulations of the program.
- (2) The student can be re-registered in the same or other degree in the faculty if he had applied for withdrawal (requesting for cancellation of registration) from the postgraduate studies based on an excuse which had been accepted by the FPGSSR.

Article 37

Revocation of an Academic Degree

(1) If a student committed deception during an examination and this becomes known after the award of the examination certificate, the results of the module examinations in which the student committed deception may be corrected. If applicable, the module examination may be declared to be “insufficient” (5.0) and the master examination to be failed.

(2) Where requirements for admission to an examination were not fulfilled without the student attempting to deceive anybody and where this fact becomes known only after the award of the examination certificate, this defect shall be remedied by the fact that the student passed the examination. Where a student intentionally obtained admission wrongfully, the module examination may be declared to be “insufficient” (5.0) and the master examination to be failed.

(3) The student must be given the opportunity to comment before a decision is taken.

(4) The incorrect examination certificate must be withdrawn and, if applicable, a new one must be issued. If the master examinations are declared to be failed on the grounds of deception, the master’s degree certificate must be withdrawn together with the incorrect examination certificate.

(5) Revocation of the academic degree shall comply with legal provisions.

Chapter III

General Study and Examination Regulations Regarding Doctoral Programs

Article 38

Preamble

Throughout these regulations, it is referred to doctoral studies and doctoral degrees as synonymous terms to PhD Studies and degrees, respectively.

The degree of Doctor of Philosophy (PhD) is awarded for a thesis, which is an integrated and coherent report that demonstrates a candidate's ability to carry out independent research; analysis and presentation of this research at the most advanced level in a particular field of study. The thesis may consist of a candidate's published or unpublished work or a combination of both, provided this has not been used for the award of any other academic qualification.

In the creative arts, a thesis may consist of creative works plus a written component. Creative works should take a form appropriate to the discipline e.g. performance or exhibition.

The Doctoral PhD degree can be undertaken in the disciplines taught in the university.

While the style and format of theses differ according to the conventions of their disciplines, there are some general criteria at which a thesis is assessed when completed; the thesis as a whole should make an original contribution to the knowledge of the subject with which it deals, and the candidate should understand the relationship of the thesis to the wider context of knowledge in which it belongs.

Article 39

Scope

The regulations for postgraduate studies at the GUC deal with the prerequisites, the procedures and the responsibilities concerning the conferral of PhD degrees at the German University in Cairo through the Faculty of Postgraduate Studies and Scientific Research.

Article 40

Fields of Study of the Doctoral Degrees

(1) The Faculty of Postgraduate Studies and Scientific Research of the GUC confers Doctoral (PhD) degrees in the following fields of study:

- Engineering & Material Science
- Information Engineering & Technology
- Media Engineering & Technology
- Pharmacy and Biotechnology
- Basic Sciences
- Management Technology & Doctor of Business Administration (D.B.A)
- Applied Science and Arts
- Civil Engineering
- Architecture
- Law and Legal Studies
- Language and Arts for German Language and English Language

(2) Interdisciplinary Doctoral Studies

- Single-discipline and interdisciplinary doctoral studies can be carried out at the GUC.
- In each case, the department where the main thesis supervisor belongs must be engaged in all decision-making processes.
- The other faculties concerned (if any) are represented in the appropriate committee(s).

(3) Joint/ Double Degree Postgraduate Programs

The GUC accommodates doctoral projects, which are done in cooperation with partner universities, subject to approval by the Faculty of Postgraduate Studies and Scientific Research.

Article 41

Eligibility

a) Holders of the GUC Master's Degree or non GUC graduates holding equivalent master from other Egyptian or International universities approved by the FPGSSR with a minimum overall grade of 'Good' can apply to the GUC Doctoral (PhD) Program.

b) The accepted candidate is prohibited from registration at any other educational institution for obtaining a postgraduate degree in the same field of specialization.

Article 42

Admission Process

- The candidate is to submit master credentials to FPGSSR to check eligibility and advice regarding supervision.
- Candidates intending to pursue a PhD Degree must approach a supervisor at the GUC, or one of its affiliate/ partner universities /He must discuss the future doctoral plans with the candidate and give a written approval prior to filling the registration Form(s).

- Admission to the GUC doctoral program must be made in writing, and be accompanied by the necessary documents as per stated on the Admission Application Form.
- Completion of the registration process requires financial clearance from financial departments at the GUC.
- The Faculty of Postgraduate Studies and Scientific Research will decide on candidates' admission status based on the parameters of each case independently and will inform the applicant in writing about the outcome.

Article 43

Admission Status

Based on the decision of the Faculty of Postgraduate Studies and Scientific Research, a candidate may be admitted to the GUC doctoral program under one of the following statuses:

a) Full Admission

Full admission is granted to applicants who fully meet the GUC doctoral program requirements.

b) Provisional Admission

Provisional admission is granted to candidates, who do not fully meet the GUC doctoral requirements, but who will be eligible for full admission provided they successfully pass additional qualifying courses or research work.

Article 44

Registration

The effective registration date starts from the fulfillment of all admission requirements and payment of tuition fees.

Article 45

Supervision and Implementation of the Doctoral Thesis

- The thesis is supervised by a main supervisor (Associate/ Full Professor), and a co-supervisor (Full Professor, Associate Professor, or Lecturer/PhD holder). At least one of the supervisors should be from the GUC, the other may be from a partner university, or another approved university. The supervision committee may include a lecturer (PhD holder) as a co-supervisor (lecturer who defended his PhD at least 1 year ago and has at least one publication from his PhD work)

- Together with their supervisor, the doctoral candidate draws up a detailed research plan that records the objectives and the outline for the doctoral dissertation.
- The supervisor is asked to provide comprehensive annual progress report as an evaluation to the progress of the research project.
- If one of the supervisors for some reason can no longer continue his/her supervisory duties, the case will be referred to the Faculty of Postgraduate Studies and Scientific Research after consultation with the other supervisor(s) to take the necessary steps for ensuring that the doctoral thesis can be satisfactorily completed.
- The research work must normally be carried out at GUC or at a research institute accepted by the GUC upon a prior consent.
- Doctoral theses must be written in English.
- If the thesis is a result of cooperative work, individual's contribution has to be clearly acknowledged.
- Once the first draft of thesis is ready the supervisor/s send to the FPGSSR for circulation “Umlauf” process.

Article 46

Duration of the Doctoral Program and Extensions

The PhD degree normally involves a period of two to four years for full-time admission students. It is allowed to extend that period once for a maximum of five years full duration based on a written request by the supervisor along with a detailed scientific report to be approved by the FPGSSR.

Article 47

PhD Program Structure

The student must successfully complete 120 ECTS points from the enrollment date to be eligible for the award of the Doctorate Degree.

- As a prerequisite for thesis defense, each candidate should fulfill at least 60 ECTS points out of the 80 ECTS points shown in the general qualifications table below. The Doctoral candidate must submit to the faculty of Postgraduate Studies and Scientific Research the documents that proof that he had fulfilled the 60 ECTS qualifications prior to nominating the examination committee for the defense.

- The PhD candidate should sign at the beginning of the PhD registration a form indicating that s/he is aware of the 60 ECTS fulfillment prerequisite for thesis defense.

Credit Points - ECTS	Title / Type of Qualification
10 ECTS	Research topic literature review
6 ECTS	Advanced course in research methodology (the doctoral committee may acknowledge previous study achievements)
4 ECTS	Specific training in selected scientific methods (advanced level, at least two days with completion of assessment)
4 ECTS	Training / workshop on research ethics and related issues (e.g. research data management)
3 ECTS	Attending a conference
6 ECTS	Presenting a lecture or poster at a conference
10 ECTS	A publication as main author in a journal with a good impact factor
6 ECTS	A publication as co-author in a journal with a good impact factor or a conference with good h-index
4 ECTS	Participation in a Summer / Winter School or similar (about one week)
6 ECTS	Suitable courses related to the research field at the doctoral level (with completion of the exam)
5 ECTS	Seminar on Research Protocol within 3 to 6 months from the registration date
5 ECTS	Seminar Series in the specialized research topic
5 ECTS	Final seminar prior to defense depicting positive feedback
6 ECTS	Grant Proposal participant- Active participant in a team of funded project

- The PhD thesis weight is 60 ECTS

Article 48

Suspension, Withdrawal, or Termination

Enrollment and registration of PhD candidates are considered cancelled in one of the following conditions:

- If the student does not pass the prescribed qualifying courses for provisionally admitted candidates.
- If the supervisor requests cancellation of a candidate's enrollment indicating reason(s) accepted by the FPGSSR.
- If the candidate exceeds the maximum duration allowed for conclusion of his PhD degree work.
- If the candidate does not pay the tuition, the registration will be suspended for a period not longer than six months. Thereafter, it will be cancelled.
- If the student in any way violates academic integrity acting deliberately with the intention of obtaining an unauthorized benefit by deception or the use of other unethical means like cheating, fabrication, facilitating fraud or academic dishonesty, plagiarism or denying others access to academic information.
- If the student officially requests to cancel his/her PhD registration.

Article 49

Examination Committee

- (1) The **Doctoral Examination Committee (EC)** consists of the following members-
 - a) The Supervisor and Co-supervisor(s) (one vote)
 - b) Four Professors recommended by the supervisors and approved by the faculty of specialization and the FPGSSR. Two must be external international examiners and two external national examiners
- (2) The FPGSSR is to send the thesis to the examination committee to evaluate the quality of the thesis and confirm the validity of the thesis ahead of the defense.
- (3) The defense serves the purpose to prove to the defense committee the candidates knowledge in the field and his capability to defend his thesis.

Article 50

Assessment of the Doctoral Thesis

- The FPGSSR requests assessment (i.e. expert opinion) of the doctoral thesis in writing from the members of the examination Committee.
- All assessments of the thesis are to be sent out to the FPGSSR.
- If at least one but not all of the assessments conclude with 'Fail' grade, the FPGSSR will conduct a discussion among the assessors, it may call for an additional assessment, and it decides on revision. The dissertation will be returned to the candidate along with precise directions for revision, which may not lead to major changes of the dissertation. The Thesis Committee will finally make the decision.
- The EC shall then decide the thesis evaluation grade by rounding the average individual grades made by members of the Defense Committee.

Article 51

Doctoral Defense Examination (Disputation)

- The doctoral candidate should give an oral presentation of his/her thesis followed by the defense.
- The whole length of the defense is on average 2 hrs, including 30 minutes presentation for the Doctorate work.
- The defense examination session is open to external audience and GUC staff members. Any restriction or further opening to the public requires the consent of the candidate.
- The EC shall then decide the defense evaluation grade by rounding the average individual grades made by members of the Defense Committee.
- Candidates who do not pass the defense are refused the doctoral degree. The doctoral presentation & defense can be repeated only once within a period of six months. In such case, the candidate must apply for further examination within six months.
- Otherwise, the doctoral degree will be graded as not passed and the procedure will be closed.
- In case of conflicts among the examination committee regarding the assessments of the thesis or defense, the supervisor(s) collectively have one weighted vote added to the individual votes of the external and internal examiners.

Article 52

Conferral of the Doctoral Degree

The overall grade granted in the doctoral degree shall be based upon the grades of the dissertation, and the doctoral defense examination according to the table below.

	Evaluation Method	Percentage	Rater
1	Student Research Performance Evaluation	20%	Supervisor & co supervisor only
2	Average Thesis Evaluation	50%	2 international examiners + 2 national examiners
3	Average Defense Evaluation	30%	2 international examiners + 2 national examiners

The overall percentage scored by the student is to be translated into numeric grade and grades lit. according to the below table.

Percentage	Letter Grade	Numeric Grade	Grades lit.	Description
94.0	A+	0.7	Summa cum Laude	Excellent
90.0	A	1.0	Magna cum Laude	
86.0	A-	1.3		
82.0	B+	1.7	Cum Laude	Very Good
78.0	B	2.0		
74.0	B-	2.3		
70.0	C+	2.7	Rite	Good
65.0	C	3.0		
60.0	C-	3.3		
Less than 60	F	4.0	Fail	Fail

- To be granted the highest doctoral grade (Summa cum Laude); the doctoral candidate must have at least one publication generated from his/her thesis in international peer-reviewed journal(s).
- The Examination Committee reports the overall grade of the candidate and informs the final grade to the Faculty of Postgraduate Studies and Scientific Research.
- The duration between the doctoral defense and the decision to confer the doctoral degree should not exceed two months.

Article 53

Graduation, Certificate, and PhD Title

- The dissertation is to be printed in the final version, after doing all the changes requested by the examination committee which had been assessed and approved by the main supervisor and the Faculty of postgraduate studies and scientific research.
- The Faculty of Postgraduate Studies and Scientific Research determines the number of thesis copies to hand to the FPGSSR and the GUC, University and public Libraries.
- Once the Faculty of Postgraduate Studies and Scientific Research receives the required thesis copies, in addition to the financial clearance the FPGSSR decides on the conferral of the degree and the degree certificate is issued.
- The degree certificate is issued in the name of GUC and handed over to the doctoral candidate.
- The person who has been awarded the doctoral degree receives a confirmation that s/he is authorized to use the doctor's title.

Article 54

Publication of the Doctoral Thesis

- The candidate is obliged to enable the research community to access his or her doctoral thesis through reproduction and dissemination.

Article 55

Copyrights

- The doctoral thesis is subject to general intellectual property rights.
- The doctoral thesis may only be published after the approval of the Faculty of Postgraduate Studies and Scientific Research.
- The University and the research team owns the intellectual rights. In special cases, an agreement can be concluded and approved by the GUC.

CHAPTER IV: General Study and Examination Regulations Regarding Diplomas and Non-Degree Studies

Article 56

(1) Study and Examination regulations for Master's degrees (from article 21 to article 41) courses apply for the courses of the diploma degree. To accomplish the diploma a set of courses must be fulfilled. To receive a diploma certificate the candidate should successfully complete the required courses and activities as per curricula of each diploma.

(2) The candidate may take one or more courses as continuing education course and the candidate will receive a certificate of accomplishment of this course. The rules for the diploma studies programs will follow the articles from 20 to 37

(3) The Continuing Education Center under the supervision of the FPGSSR at the GUC confers diplomas and advanced specialized courses in the following fields of study:

- Pharmacy and Biotechnology
 - Diploma in Translational Biology & Molecular Medicine
 - Diploma in Nanotherapeutics
 - Diploma in Pharmaceutical Biotechnology
 - Diploma in Quality Control, Quality Assurance, and Testing

- Information Engineering & Technology
 - Diploma in Advanced Mobile Communication Technologies
 - Diploma in Navigation Systems
 - Diploma in Cisco Certified Network Administration & Security

- Media Engineering & Technology
 - Diploma in Data Science

- Management Technology
 - Diploma in Business Administration