

Zagazig University
Faculty of Medicine



First: Higher Education Policies:

1- Educational Programs:

- 1-1 According to a request from the Faculty of Medicine, Zagazig University awards the Bachelor Degree in Medicine and Surgery.
- 1-2 The study period to obtain the Bachelor Degree in Medicine and Surgery is six years.
- 1-3 The study subjects to obtain Bachelor Degree in Medicine and Surgery are distributed on two stages:
The **First Stage** includes the fundamental medicine sciences throughout the first three years (grade one, two, and three).
The **Second Stage** includes the clinical medicine sciences throughout the second three years (grade four, five, and six)

1-4 First Stage Subjects:

1-4-A First Year:

- Human Anatomy & Embryology
- Histology
- Physiology (including biophysics)
- Biochemistry
- English
- Computer

1-4-B Second Year:

- Human Anatomy & Embryology
- Histology
- Physiology
- Biochemistry
- Human Behavior

1-4-C Third Year:

- Pathology
- Clinical Pharmacology
- Microbiology & Immunity
- Parasitology

1-5 Study and Final-Test Regulations

1-5-A The duration of the study in each academic year is 30 weeks beginning at the third week of September. The final tests of the first term are held during the second half of May whereas those of the second term are held in with the beginning of September. However, the university council has the authority to alter the test dates and the duration of the study respectively.

1-5-B The Faculty is committed to teach the subjects assigned by the committee of curricula approved by the supreme council of universities.

1-5-C Test Evaluation

- 50% for the written tests.
- 30% for the practical & aural tests.
- 20% for perseverance and participation (except: English, Computer, and Human Behavior).

1-5-D Perseverance and participation marks represent the sum total of marks acquired by the student in the periodical tests, the other means of evaluation, and attendance.

1-5-E Failure in no more than two medicine subjects does not hinder the student to progress his studies and move to the second year. However, without succeeding in all the medicine subjects in the second year, the student can not proceed his/her progress by moving to the third year. The third year student can not move to the clinical medical stage without succeeding in the study subjects of previous stage.

1-5-F The student has to get at least 50% of the total marks to pass both English and Computer. However, the marks of those two subjects are excluded from the total marks of the year and from the accumulative marks of graduation degrees. Meanwhile, failure in one of those subjects, along with Human Behavior, does not hinder the student to move up to the following academic year within the pre-clinical stage. Wherever possible, English and Computer are taught by the Faculty staff.

1-5-G The student must be tested in both the two terms to succeed. The student does not move up to the clinical stage unless he/she succeeds in all the subjects taught in the pre-clinical stage.

1-6 First Stage Subjects:

1-6-A Fourth Year:

- Ophthalmology
- Ear, Nose & Throat (E.N.T)
- Forensic Medicine & Toxicology
- Community Medicine
- Human Rights (A failure subject but excluded from the total marks)

1-6-B Fifth Year:

- Internal Diseases (and its branches)
- Pediatrics

1-6-C Sixth Year:

- Surgery (and its branches)
- Gynecology & Obstetrics

1-7 Study & Test Regulations of the Clinical Stage:

1-7-A Study Duration in the fifth year is 32 weeks, whereas the study duration in the fifth and sixth year is 36 weeks as follows:

Year	Study Duration (per week)	Beginning of the academic year	Test date of the first term	Test date of the second term
Four	32	Third Saturday of September	June	September
Five	36	Third Saturday of September	July	September
Six	36	Second half of November	November	July

However, the University Council-according to the Faculty-Council recommendations-may alter the test dates and consequently the number of the academic weeks.

1-7-B The Faculty is committed to teach the subjects assigned by the committee of curricula approved by the supreme council of universities.

1-7-C 20% of the total marks is allocated to perseverance and participation. All the practical departments taking part in the clinical teaching are responsible for this mark according to the marks allocated for each major. Hence the mark list is completed and handed by each major to the main department (internal or surgery) by the end of the academic year to prepare the final lists to be handed to the assigned control. This mark is reported according to the entire student's achievement by the end of the clinical period on each date in conformity with the study-time table.

1-7-D The student does not move up from the fourth year to the fifth year or from the fifth year to the six year, unless he/she succeeds in all the subjects in both the study terms.

1-7-E The subjects which contribute to the teaching process and tests are those of subdivision majors such as internal diseases and surgery. The subsequent regulations must be followed:

- Each specific subdivision is responsible for evaluating the students during the study period in the light of the assigned duration in the time table and submitting the specific marks. It is also responsible for hand the total final-mark lists to the head department.
- The teaching staff of the subdivisions- along with those of the head departments who have taught the theoretical parts- have to deliver the suggested question – based on the teaching material-along with the answer key- to be handed to the head of the department. To guarantee the secrecy of the tests, the head of the department, then, is responsible for setting the tests and supervising them.

1-8 General Rules:

1-8-A The student is considered failure if he gets less than 30% of the theoretical tests.

1-8-B According to a recommendation from the test committee, the Faculty council decides how the student compensates for his/her success. The added marks to reach the minimum passing mark must be real marks rather than nominal marks; according to the last clause of the article (71) of the executive statute of the university law regulations and in application of the leniency rules approved by the university council in its session N° (396) on 26/5/2009.

1-8-C Grading the students' success is as follows:

- **Excellent:** for 85% and more.
- **Very Good:** from 75% to less than 85%
- **Good:** from 65% to less than 75%
- **Pass:** from 60% to less than 65%

1-8-D The student fails if he/she gets one of the following grads:

- **Weak:** from 30% to less than 60%
- **Very weak:** less than 30% of the test marks

Grievance Rules: According to the university council decree N° 392 on 27/1/2009 which agreed upon collecting L.E. fees for providing the service for the student who complains about marking his answer sheets and wants to check the result in each study subject without projecting the professor's evaluation within a month at most from announcing the result. The student then retains the due mark when discovered.

- A record for registering the grievances has been launched along with all its proceedings.

2- Electronic Education:

2-1: Criteria of evaluating the teaching material as a step forward to be transferred into electronic education:

According to the instructions of the national center of electronic education, the traditional teaching material could be electronic by considering the following measures:

2-1-1 The Study Subject:

If the study subject requires more teaching hours than the actual available teaching staff.

2-1-2 Suitability to be electronic:

If the study subject requires a lot of captions and charts as teaching aids such as instruments, x-ray samples, operations, rare cases, etc.

2-1-3 Study Objectives:

If the objectives of the study subject are lucid and includes lots of skills.

2-1-4 The necessity of using electronic means:

If the study subject needs a lot of electronic teaching aids (cartoons, pictures, sound, etc.

2-1-5 The necessity to be developed into electronic:

If the study subject requires to be in an electronic form as it includes:

- A lot of cases which could be shown to the students within the round session.
- A lot of instruments and teaching aids which could not be shown for all the students.

2-2 Transferring the text books into electronic programs:

- 25% of the text books to be transferred into electronic programs according to the executive plan funded from the project of the CIQAAP.

- The Faculty provides the trained and qualified staff who are able to transfer the text books into electronic programs under the supervision of the technology and communication center of Zagazig University to contribute to transferring the rest of the set books after the end of the project period.
- The Faculty provides the infrastructure of laboratories and equipment according to the executive plan funded by the CIQAAP as a step to activate the programs and guarantee the continuity of transferring the rest of the set books after the end of the project funding.

3- Test Evaluation Follow Up:

A center of Test Evaluation has been established. It is regarded as a consulting and supervising body for both the vice dean of student affairs and the vice dean of postgraduate studies. The center conducts the following tasks:

- ❖ Assuring the execution of the regulating rules of tests and providing reports about them.
 - ❖ Revising and evaluating the reports of the test committees inside the scientific departments.
 - ❖ Helping the scientific departments to offer the evaluation regulations of the tests.
 - ❖ Following up the scientific departments to execute the evaluation regulations of the tests.
 - ❖ Providing a team of evaluation experts who have been selected and trained by the Test Evaluation Center according to specific criteria which had been set and approved by counselors of test evaluation.
- The rules of judging those who conduct the tests have been passed by the experts of evaluation center and under the supervision of Prof. Osama Khalil (The vice dean for student affairs and the charge d'affaires for the vice dean for postgraduate studies) (Appendix....)
 - The criteria of selecting those who would conduct the evaluation process have been set and approved by the executive director of the CIQAAP.

Faculty of Medicine-Zagazig University Regulations

- The required endeavors from the teaching staff before and during the tests have been determined. Certain measures have also been set to assure the execution and follow-up process of test progress.
- Mechanisms have been set-to follow up the commitment to the ethic rules of evaluation- and approved by the Faculty Dean.

4- Developing and Maintaining the Infrastructure:

- 4-1- By the beginning of the fiscal year, the general administration of engineering affairs of Zagazig University inquires whether the Faculty needs any maintenance or restoration.
- 4-2- The Maintenance Department at the Faculty performs the preliminary required measurements of the maintenance and restoration in all the Faculty Departments. Then, it reports to the general administration of engineering affairs of Zagazig University.
- 4-3- The general administration of engineering affairs of Zagazig University forms a committee headed by the vice president of Zagazig University for environment affairs to determine the requirements according to the priority of each. Then, the Faculty would be reported.
- 4-4- The endeavor execution is conducted by a secondary contractor who would be selected through a general tender for all the labor required for all the university faculties. The execution is supervised then by the general administration of engineering affairs of Zagazig University.

Second: Student Policies:

1- Enrolment and Transfer:

Enrollment Restrictions:

- 1- Perquisite education (General Secondary Education and its equivalent)
- 2- Selecting students to be diverse in (economy, culture, and gender)
- 3- Published criteria for enrollment:

A- As for the students of the General Secondary Education:

Article 74: By the end of each academic year, the supreme council of universities determines –according to suggestions of the university councils which are based on the Faculty Councils- the number of GSE holders to be accepted from Egypt for enrollment in the universities in the following year.

Article 75: The student -who is enrolled in the university to acquire the Bachelor Degree in Medicine and Surgery- must:

- Be a GSE holder in accordance with his/her success score considering the geographical distribution of the students upon the suggestions of the university councils which are based on the Faculty Councils.
- Prove to be free of the communicable diseases and fit for following up the applied study according to the suggestions of the university councils which are based on the Faculty Councils.

B- As for the transferred students from the other Egyptian Faculties of Medicine:

Article 86:

- 1- In all circumstances, there must be a decree issued from the President/Vice President of the University accepting and approving the transfer or relocation.
- 2- The student reserves the privileges of paying the university fees and the class-work marks and tests already obtained provided that they do not conflict with the internal statute of the Faculty of Medicine, Zagazig University.

C- As for the incoming students from other countries:

Article 74: In accordance with the qualifying restrictions of enrollment in each faculty, the supreme council of universities determines the number of the Non-Egyptian students to be enrolled. The Minister of Higher Education issues a decree stating their transfer or relocation. In all circumstances, the number of the transferred or relocated student must not exceed 10% of the total number of the students accepted from Egypt.

D- Verifying Enrollment Fairness:

- The Faculty policies aim at verifying that the enrolled students have practical experience in human and social sciences.
- The Faculty policies aim at assuring that the enrollment of the non-Egyptian students does not affect on the available resources at the faculty and the they achieve the same scientific level as the Faculty students.

H- Student's File:

1- Upon announcing the results of the GSE, the student's file is sent from his/her school along with a secret password on the internet for the Co-ordination Office to fill in the student's desire.

2- The Main Co-ordination Office sends the lists containing the names of the concerned student to the local Co-ordination Office -inside each university-which distributes the lists on each faculty.

3- As soon as the Faculty announces its result of accepting the newcomers, the student presents his/her file directly to the Faculty.

4- Each file is check, revised, and kept inside the Faculty until the student graduates.

5- The file is kept inside the Faculty until he/she graduates and completes the intern training period. Only then, photocopies of his/her birth and GSE certificates are kept in the Faculty.

Second: Student Service Process:

1- The offered services inside the scientific departments from the teaching staff:

1-1 Student Leadership:

At the beginning of the academic year, the Quality Unit of the Faculty distributes the newcomer students on the teaching staff provided that each member of the teaching staff becomes concerned about 2-3 students. Thus, he/she determines a weekly appointment for their interviews. The Quality Unit is informed about this engagement to monitor the student socially and academically. Those arrangements are recorded in the consulting form.

1-2 Academic Guidance:

Inside the various departments, every department distributes the students on the teaching staff to monitor them academically and provide the reports according to the procedures mentioned in the document of Treatment Procedures with the slow-learner as follows:

1- In co-operation with the quality coordinator of the department, the coordinator of the set subject identifies the slow learners (through the periodical tests, absence frequency, and the previous evaluations-but for the external students, this is done through the student affairs and the reports about their status are discussed by the department councils). Accordingly, the type of treatment is determined monthly.

2- The slow learners are distributed on the teaching staff in the department to identify the reasons of their tumbling to set a plan of the steps to be taken. Then, those students are informed through the department (by hanging an announcement inside the department or next to the lecture theaters-or by contacting them through the student affairs).

3- Tumbling reasons are investigated by the concerned member of the teaching staff. He/She then states whether the reasons are socially or academically.

- When they are social reasons, the student is transferred to the social specialist of the Faculty, or to the responsible teaching member according to the chart of the student leadership.

- When they are academic reasons, the academic supervisor sets a plan to enhance the student's performance along with a timetable to execute these procedures.

4- These procedures aim at enhancing the slow learners' performance through a study group, conducting researches, repeating the set subject, or revising the practical part,.....etc.

5- After executing the procedures agreed upon, the academic supervisor writes a report about the extent of the student's progress to be presented to the department council.

1-3 Students' complaints and suggestions:

Each department allocates a sealed box for the students' complaints and suggestions. Its place must be evident for the students. Meanwhile, the teaching staff inform and promote the students during the lectures and sections to point out their opinions and suggestions freely and anonymously. The quality coordinator –in each department- gathers the complaints and suggestions to write a report which is presented for investigation at the department council which determines the requirements to achieve the students' satisfaction about the teaching process. Those reports are attached to the decrees of the monthly department councils along with the annual reports about the set subjects to be presented the quality unit and curriculum committee which in its turn presents these data to administration-revising council.

2- Student Service Offered by the Department of Student affairs:

2-1 Financial Remunerations:

The student affairs department offers a financial remuneration (LE 84 per year) for the outstanding students who obtained a score higher than 80%. This sum becomes LE 120 of the students who obtain the grade of excellent whereas the students who obtain the grade of very good receive LE 84 annually.

2-2 Medical Care:

All the students of the Faculty of Medicine are subject to health insurance. They are transferred by the student affairs department to the internal physician who provides each student with a medical card to get the necessary medical service (treatment, prevention, surgery, or other) from the students' hospital. Every year, the Faculty hospitals also offer the vaccine doses against the epidemic virus C for the students of the intern stage.

3- The Service offered by the Youth Care Department:

3-1 Various Activities:

The Youth Care Department at the Faculty with its various committees (art, culture, sport, technology, science, social affair, recreation, Boy Scout, and social work) coordinates these activities with the other faculties of the university as well as with the universities.

As for the family committee, it holds the various activities through announcing the formation of the new families at the beginning of the academic year after the election of Student Union provided that each family consists of at least 30 students. The students then suggest one of the teaching-staff and one of assisting body to supervise the family activities. The family conducts tours, sportive and cultural competitions, and the various activities supported by the Faculty.

3-2 Social Subsidies:

At the beginning of the academic year, through vouching for each other fund, the youth care department announces about the service offered. The written signs are shown on different places in the Faculty. They include the social support (providing the university book and substantial aids). Here, the students ask for the suitable assistance. Thus, a social survey is conduct through revising the student's data at the student affairs department before receiving the financial aid or the supported books.

3-3 Care offered to the students with special needs:

In accordance with the university, the youth care department of the Faculty grants the students with special needs replacements, equipment and medical aids to facilitate their learning.

The youth care department conducts an annual questionnaire in which the students are asked about the extent of their satisfaction about the service offered to them.

Third: Student Exchange Process:

- 1- Each year, on the first meeting of the General Assembly, the student exchange contracts are distributed on the faculties according to a previously announced system which is agreed upon. The two heads of the exchange trustees (research – scientific materials) supervise this process.
- 2- The General Assembly determines the value of the contract for the local assemblies. Then, the local assembly determines the value of the contract for its students as a sort of support for the local-assembly budget; provided that the value of the contract is determined on the first meeting upon a suggestion agreed upon by the majority of the members.
- 3- The local assembly submits the required documents necessary for the exchange process to the host assembly.
- 4- The host assembly submits its acceptance of the Egyptian student including the place of training, residence, and the means of communication with the persons in charge of the student during the period of training. The requesting exchange must submit a confirmation letter of travel at least three weeks prior to the start of the contract after the acceptance of the vice dean for the student affairs of the faculty. Photocopies of the contract and the confirmation letter must be handed to the youth care department at the faculty.

5- Contract of Exchange:

The contract offers training for not less than a month in any campus. It must include the accommodation and pocket money. The contract must also include the following terms (according the host assembly):

- It must be written on the international student union of medicine.
 - It must hold by the scientific-assembly seal.
 - It must be presented in 3 copies to the secretary of the exchange committee in clear capital letters according to the provided instructions in the form.
 - Recent personal photos.
 - Enrollment certificate.
 - A letter directed to the department heads stating the student's interest in this field and his expectations during the period of exchange.
 - Foreign language certificate.
 - An approval certificate from the Faculty signed by the vice dean of student affairs.
 - The student must be affiliated to IFMSA.
 - Certain countries require that the student must hold a vaccination certificate against (Measles, Rubella, Mumps, and Hepatitis B&C).
- 6- The secretary of the exchange committee of the local assembly confirms with the deadline and delivers the documents of contracts. However, the assembly is not responsible for the breakdown of the contract in case the delay of those documents.
 - 7- There is no liability on the part of the Egyptian Assembly in case the applicant fails to get the entry visa.
 - 8- If the applicant desires to modify the date of the contract, he/she must inform the exchange secretary before the beginning of the contract (two months in advance) and the Assembly is not responsible for realizing the modification.
 - 9- If the applicant desires to cancel the contract, another candidate replaces him/her with the same qualities, gender, grade, date and field of training; upon the approval of the vice dean for student affairs and the head of the directorate of the youth care department. In this case, the replacement must be sent with the

exchange secretary one month before the due date of the contract (according to the host country).

10- As soon as the Egyptian student completes his/her training period, he/she fills in a questionnaire form to reflect his/her satisfaction or dissatisfaction about the acquired experiences to be presented to the scientific assembly.

11- The exchange secretary offers a report reflecting the entire student exchange program within the year to the General Egyptian Assembly. A replica of this report is sent to the student-affairs committee as well as to the directorate of the youth care.

Fourth: Training of the intern physician:

1- Enrolling the Graduate in the Training Year:

1-1 Announcing the final result is a must before joining the training provided that the graduate passes all the set subjects.

1-2 The training usually starts upon announcing the final result, but the actual training starts on 1/3 after this announcement.

1-3 The final result is approved by the Faculty Dean and submitted to Doctors' Affairs of the hospital.

1-4 The result must be documented in two lists:

1- The First List: It includes the names, addresses, grades of all the graduates arranged alphabetically.

2- The Second List: It includes the contents of the first list, however this one arranges the graduates according to their scores from the actual file in the Faculty.

2- A File for Each Physician:

2-1 Each graduate prepares his/her own file which is a replica of his/her file from the Faculty to be presented to the Doctors' Affairs Department and it must include the following items:

For both males & females	<ul style="list-style-type: none">- 8 recent photos- An ID copy- Insurance & Pension forms- 2 forms of receiving a two-month stipends- A birth certificate copy
For males only	<ul style="list-style-type: none">- The form 'Military 3' upon qualifying- The recent conscription status after graduation

2-2 Conscription Status:

Copying the data from his file, the graduate fills in the form 'Military 3'. The form is then approved upon by the General Manager of the Hospitals and handed to military representative at the hospital affiliated to the military region in addition to LE 110 as revenue stamp.

If the graduate is older than the allowed age of being temporarily exempted from military service (28 years), he has to settle his status before joining the work. Thus, he has to spend the intern year for the military-forces hospital or to put off the intern period until he completes his military service unless he is exempted from military service.

3 Choice Form:

This form is available at the Doctors' Affairs Department. It is used to give the trainee the chance to select his/her choices of the training chronically in the general and specific departments for 12 months. The trainee has to specify 6 choices of the various departments including the location of the hospitals approved by the Ministry of Health. The form is then approved provided that each department of hospital contains the least

number of trainees. Each graduate must spend 4 sessions in the general clinical departments, one session in a specific department, one session in the casualties, and one session in the anesthesia department provided that every session lasts for two complete months.

4 Work Commitment:

At the Doctors' Affairs Department, the trainee fills in the work commitment form and signs it personally. This form is approved by the General Manager along with the graduate's statement according to his/her file.

4-1 The trainee joins the work by signing on the specific list at the Doctors' Affairs Department.

4-2 The trainee must attach a form stating whether he/she needs accommodation or not.

5- Distributing the trainees on the various clinical departments:

The Doctors' Affairs Department distributes the trainees at the various general and specific clinical departments according to the trainee's order of choice. It must be recorded in a list and approved by the general director.

5-1 The original and a copy of this list must be sent to the hospital directors of the department in which the training is conducted. The hospital director signs on both the original document and a copy. The copy is then sent to the Doctors' Affairs Department.

5-2 If the trainee wants to substitute one training session by another which is different from that mentioned in the choice form, he/she must inform the Doctors' Affairs Department early enough before starting the following session so that the lists are rescheduled and revised according to the minimum number of trainees in each department of Zagazig University hospitals.

6- Training the Intern Physician:

6-1 Training Card-(Log Book)

Each trainee is given an ID (revised by the Doctors' Affairs Department) and the Log Book of each department. This manual includes the specific cognitive, practical and behavioral instructions. It also includes the specific courses at the various departments, evaluation, and the trainee's reflections.

6-1-1 The teaching staff signs in this book at every department after the end of the training. A specific part which concerns the teaching staff is handed to the coordinator of the training in the department after the end of the training period.

6-1-2 Every department coordinator delivers the log book signed by the general and specific clinical departments approved by the hospital directors to the Doctors' Affairs Department after the end of each training session to be included in the intern-physician file.

6-1-3 Criteria of Performance Evaluation of the Intern Physician:

Criteria of Performance Evaluation	Period of evaluation within the department	Target
Achieving the minimum requirements of training during the internship year as indicated in the log book	The entire period of training in the department	Fulfilling the minimum training at each department at 100%
Attendance	Daily	They should exceed 25% of each session
Confidential reports (restricted to the supposed approved physicians by the university)	After the end of each training session	There is no reason for cancel the nomination

6-2 Training Courses for The Intern Physicians:

6-2-1 The log book includes the optional training courses for developing the skills of the intern physician. The certificates of attending these courses are inserted into the trainees' file at the Doctors' Affairs Department. These courses are designed to promote the development of the Vocational future planning. They also test the trainee's choice of his/her specialization, the ways of problem solving, presentation skills, documented medicine, infection fighting, and preparing a five-page paper in the various fields to be presented to the same study group.

6-2-2 Coordination is shared with the crisis management unit at the hospitals to conduct supported optional courses by the Hospital Management about ILS.

6-2-3 Those optional courses are supervised by the General Supervisor of the intern-physician training. The trainee is granted a completion certificate at the end of every course.

6-3 The Scientific Seminars and the Social Activities:

6-3-1 The hospital Administration arranges the social activities such as (mass breakfast, tours, and sportive activities). Four seminars are held during the training year. The intern physicians, long with the teaching staff supervising the training, attend them. Those seminars are arranged by the general supervisor of the training.

6-3-2 Heads and boarding council of the university hospitals congregate on a regular basis to develop the training of the inter physicians at all the faculties of medicine in Egypt.

4- The Confidential Report about the Physician:

The reports of the intern physicians-who ranked first at their classes and are supposed to be nominated at the Faculty of Medicine- are directed from the Doctors' Affairs to the hospital affiliated to the department. Then these reports and approved are written by the head of the department as well as by the hospital director. Then, they are sent to the Doctors' Affairs again.

5- Delegation: Status of the graduate who wants to be delegated to any hospital or governmental establishment affiliated to the ministry of health:

6-1 If the graduate wants to pass his/her internship period out of Zagazig University Hospitals, he/she presents his/her request stating the destination along with a letter of acceptance from the host directorate. In this case, he/she receives his/her remunerations during the training period from Zagazig University Hospitals. The request should also include the duration of this delegation and the training courses.

6-2 The Doctors' Affairs Department prepares a memorandum including all the letters of delegation to be presented to the Boarding Council of Hospitals to verify the minimum number of the trainees in the various hospital departments.

6-3 The doctor fills in the choice form which is distributed various hospitals on the according to the first desired location.

6-4 After completing each session in the host hospital according to the Faculty approved plan, it must be approved by the host hospital. The university hospital must receive a monthly letter stating the status of the trainee's perseverance along with the confirmation of starting work in the host hospital.

6-5 Delegation or canceling delegation is not allowed during the session; however it is accepted before starting the following session, if the trainee has applied for it.

6-6 Administrative Follow Up of the Intern Physician:

6-6-1 The delegated intern physician signs in the attendance book, if he/she undertakes the daylight shift. But if he/she takes the night shift, stays late, or works during the holidays, there are no attendance books.

6-6-2 The attendance book is the responsibility of the official in charge at the hospital in which the doctor is trained. He must report the days off to the specified department according to the regulations.

6-7 Days Off for the Intern Physician:

6-7-1 The intern physician must ask for the normal days off in advance. This application must be signed by the administrative deputy of the department and the director of the hospital to be sent to the specified department later on.

6-7-2 The request for the occasional days off (which do not exceed one or two days) must be sent to the specified department of the days off.

6-7-3 The normal days off must not exceed 15 connected or separated days for the whole year long, whereas the occasional days off must not exceed seven days and three days as sick leave.

6-7-4 The sick leave is cabled to the hospital director stating the starting date of being away and the reason. This is sent to the Doctors' Affairs Department which holds a medical committee to approve on the days off if they were less than a week. Longer periods are directed to a medical council which sends a letter to the Doctors' Affairs Department. The former approves on the days off, or refuses the days off. In this case, the intern physician must be transferred to the Legal Affairs Department for further consideration.

6-7-5 Absence for more than 25% of any course requires that the trainee has to repeat it whatever the type of leave taken apart from the sick leave which is decided by the board chairman. He may decide then to deduct pay off the remuneration against the period of absence without repetition or to take different decision.

6-7-6 If the intern physician does not pass the final evaluation in any department as indicated in the training instructions designed specifically for the intern physicians, he/she must repeat the course.

6-8 Postponement during the training of the intern physicians:

6-8-1 The trainee may apply for postponing the internship year along with the reason of this postponement till he/she returns home (marriage certificate, work contract, copy of the visa for traveling for the spouse).

6-8-2 The Doctors' Affairs Department arranges a memo stating postponement till the trainee returns home deducting the period spent in training before traveling.

6-8-3 The trainee may spend part or the entire training year abroad, provided that he/she is trained in a university hospital. The document of training must be approved upon by the embassy in which the host hospital is located.

6-9 Getting the Certificate of Completing the Internship Period:

Upon completing the training period of 12 months, the doctor conducts the following steps:

- 1- He must pay the certificate charge through a request to the Doctors' Affairs Department which is approved by the general director to accept the sum of L.E. 2.5 for extracting one certificate. The receipt is directed to the Doctors' Affairs Department.
- 2- There, the number of the required certificates is counted and listed with the serial number of each receipt. Then, this list is signed and approved by the director to be directed to the Doctors' Affairs Department.
- 3- The trainee gives any trusteeship back to the host hospitals where he/she has been trained. This leave must be approved upon.
- 4- The trainee must give the log book up after it has been signed by the coordinators of the departments including the final evaluation approved by both the head of the

department and the hospital director stating the six set courses to be sent to the Doctors' Affairs Department.

- 5- After handing all the previous documents of the training program, the doctor gets the graduation certificates along with all the certificates of the training courses completed in the Faculty.

Fifth: Rules of Accountability for the Students:

Law Regulating the Universities:

Article 123: Full-time and part-time students as well as those who are allowed to be take external tests and auditors are all subject to a punishment system as follows:

Article 124: It is considered infringement any violation of laws, regulations, university traditions; especially those related to:

- 1- Actions abusing the Faculty system or the university establishments.
- 2- Delaying the study, instigating against it, the deliberate refusal to attend courses or lectures, or any other university activity which require perseverance.
- 3- Any feat conflicts honor, dignity, manner, conduct inside or outside the campus.
- 4- Any breach in the exam system, necessary quietness, cheating in the exam or attempt to do so.
- 5- Any damage for buildings, equipment, material, or university books or wasting them.
- 6- Any organization of groups inside the university or taking part in them without the previous permission from the specified university authorities.
- 7- Distribution of bulletins or publishing wall newspapers in any form inside the Faculties or gathering signatures without the previous permission from the specified university authorities.
- 8- Strike inside the university buildings or taking part in demonstrations is considered a breach of the general discipline or conduct.

Article 125: Any student attempts sheathing in the exams or tries to do so and is red-handed committing this crime must be dismissed by the dean or his/her deputy in the exam committee from the exam and deprived of entering the rest of the exams in the other subjects. The student is then regarded failure in all the subjects of this exam and diverted to a disciplinary council. However, in other cases, the exam is cancelled by a decree from the disciplinary council or the Faculty council. Consequently, the scientific degree is regarded void if it had been issued before discovering the cheat.

Article 126: Disciplinary Punishment Grades:

- A- Verbal or written admonition.
- B- Ultimatum.
- C- Depriving from certain student's service.
- D- Depriving from attending classes in certain subjects for not more than a month.
- E- Expelling form the Faculty for not longer than a month.
- F- Depriving from the exam in one or more subjects.
- G- Keeping the postgraduate student pending for the Master's or PhD degrees for not longer than two months or for an entire term.
- H- Canceling the student's exam in one or more subjects.
- I- Expelling form the Faculty for not longer than a term.
- J- Depriving from the exam for one term or longer.

- K- Depriving the postgraduate student pending for the Master's or PhD degrees for a term or longer.
- L- Expelling form the Faculty for longer than a term.
- M- Ultimate expelling form the university. Thus, this decision is reported to the other universities. Consequently, the student becomes inapplicable for enrolling or being tested in all the universities of Egypt. The punishment decision may be announced inside the Faculty but the student's guardian must be informed. Apart from the verbal admonition, all the other forms of the disciplinary punishment must be kept inside the student's file. The university council may reconsider the decision of the ultimate expelling three years after it had been put into effect.

Article 127: Punishment Legislative Bodies:

- 1- **Professors and Assistant Professors:** They may pass the first four sanctions stated in the previous article for all the contraventions that may occur from the students during classes, lectures, and the university events.
- 2- **Faculty Dean:** He/She may pass the first eight sanctions stated in the previous article. However, in case of strike or severe violation which creates havoc in the study system or in the exams, the dean has the right to slap all the sanctions stated in the previous article provided that the matter is discussed by the Disciplinary Punishment Council within two weeks of the decision taken if the sanction is the ultimate expelling from the university, and by the president of the university for the other sanctions to be approved, cancelled, or modified.
- 3- **University President:** He/She may pass all the sanctions of the previous article apart from the last one-taking into consideration the Dean's viewpoint. He may also prevent the relegated student to the disciplinary punishment council from entering the university consigns till the day of trial.
- 4- **Disciplinary Punishment Council:** It may pass all the sanctions.

Article 128: No sanction mentioned starting from item F and the following items in article 126 is slapped without trying the faculty student and hearing his/her view in the charge. He/She has to attend the trial personally, otherwise he/she forfeits right to refute the charge. The dean may delegate whoever to take over the investigation. However, the delegated member of the teaching staff to take over the investigation must not be a member of the Disciplinary Punishment Council.

Article 129: The verdicts issued by the specified bodies to slap the sanctions are bound according to article 127.

However, judgment in absentia may be protested within a week from informing the student or his/her guardian. The judgment is regarded in the presence of parties if it were announced to the student or his/her guardian with failure to be present without a levelheaded excuse. The student may complain about the verdict through a petition to the president of the university within fifteen days of being informed. The president of the university shows all the petitions to the university council to be considered.

Third: Post Graduate Policies:

1- Awarded academic degrees, diplomas, and certificates:

According to the Faculty of request, Zagazig University awards academic degrees as follows:

1-A- Master's Degree in one of the following clinical majors:

1	Internal Diseases
2	Neurology & Psychiatry Medicine
3	Cardiovascular Medicine
4	Thorax Diseases
5	Endemic diseases
6	Dermatology & Venereology Diseases
7	Rheumatology & Rehabilitation
8	Pediatrics
9	Clinical Pathology
10	Surgery
11	Urology & Venereology Surgery
12	Bone Surgery
13	Ear, Nose & Throat (E.N.T)
14	Gynecology & Obstetrics
15	Ophthalmology & Eye Surgery
16	Anesthesia & Intensive Care Surgery
17	Radiology
18	Tumour Therapeutic
19	General Health & Community Medicine
20	Industry Medicine & Vocational Health
21	Clinical Epidemics
22	Family Medicine
23	Forensic Medicine & Toxicology
24	Clinical Toxicology

1- B Master's Degree in one major of the Basic Medical Sciences:

1	Human Anatomy & Embryology
2	Histology & Biology
3	Physiology
4	Biochemistry
5	Pathology
6	Microbiology & Immunology
7	Parasitology
8	Clinical Pharmacology

1- C Ph. D. Degree in one the Clinical Majors of the Medicine or Surgery:

1	Internal Diseases
2	Neurology Diseases
3	Psychiatry Diseases
4	Cardiovascular Medicine
5	Thorax Diseases
6	Endemic diseases
7	Dermatology & Reproduction
8	Rheumatology & Rehabilitation
9	Pediatrics
10	Clinical Pathology
11	Surgery
12	Urology & Venereology Surgery
13	Bone Surgery
14	Neurology Surgery
15	Cardio Thoracic Surgery
16	Ear, Nose & Throat (E.N.T)
17	Gynecology & Obstetrics
18	Ophthalmology & Eye Surgery
19	Anesthesia & Intensive Care Surgery
20	Radiology
21	Tumour Therapeutic
22	General Health & Community Medicine
23	Industry Medicine & Vocational Health
24	Forensic Medicine & Toxicology
25	Clinical Toxicology

1- D Ph. D. Degree in one major of the Basic Medical Sciences:

1	Human Anatomy & Embryology
2	Histology & Biology
3	Physiology
4	Biochemistry
5	Pathology
6	Microbiology & Immunology
7	Parasitology
8	Clinical Pharmacology

1- E Post Graduate Diploma in one of the following majors:

1	Internal Diseases
2	Neurology & Psychiatry Medicine
3	Cardiovascular Medicine
4	Thorax Diseases
5	Endemic diseases
6	Dermatology & Reproduction Diseases
7	Rheumatology & Rehabilitation
8	Pediatrics
9	Surgery
10	Urology & Venereology Surgery
11	Bone Surgery
12	Ear, Nose & Throat (E.N.T)
13	Gynecology & Obstetrics
14	Ophthalmology & Eye Surgery
15	Anesthesia & Intensive Care Surgery
16	Radiology
17	Tumour Therapeutic
18	General Health & Community Medicine
19	Industry Medicine & Vocational Health
20	Forensic Medicine & Toxicology
21	Clinical Toxicology

1- F Precise Professional Specialization Certificate:

** The Faculty of Medicine awards the 'Precise Professional Specialization Certificate' in one of the precise medicine branches which are suggested by the related Department Council and approved by the Faculty Council.

** The applicant for this professional training certificate must be a Master's or Ph. D. holder.

** The training period is determined by the related department according to the study and training requirements.

2- Terms of Enrolment to Obtain the Master's Degree:

2-1- The period of study for the Master's Degree is two years at least divided into two parts as follows:

First: The Clinical Specializations:

Part One: It lasts for six months starting from October (for the first term enrolment)

Part two: It lasts for eighteen months starting from May and October annually.

Second: The Basic Medical Sciences:

Part One: It lasts for a year starting from October (for the first term enrolment); and from April (for the second term enrolment). The department awarding the Degree determines the study subjects.

Part two: It lasts for a year starting from October and May annually.

2-2 Terms of the Master's Degree enrolment:

2-2-1- The candidate must be a holder of the bachelor degree in Medicine and Surgery with at least grade 'Good' from one of the Egyptian universities or an equivalent degree from an acknowledged academic institution. However, if the candidate has the bachelor degree in Medicine and Surgery with at least grade 'Pass', he has to get a post graduate diploma with at least grade 'Good' in the field of study for which he/she applies.

2-2-2- He/She must have completed the internship year or its equivalent.

2-2-3- Apart from the demonstrators and the resident doctors, all the applicants must have completed the training period efficiently for an entire year in the specialization in which he/she wishes to enroll in one of the educational hospitals or in the hospital where he/she works, provided that it must qualify to offer training before the time of applying for enrolment.

2-3- A committee for each specialization is formed -by the help of the post graduate committee of the Faculty- to specify the detailed program of study subjects in the frame of the timetable in this statute. The study hours must include lectures, seminars, practical classes, and clinical training to be determined and approved by the Faculty Council.

2-4- The Master's Degree student in one of the clinical branches:

2-4-1- He/She must attend the study subjects, clinical, practical and experimental training in the frame of the comprehensive training program for 24 months at the university hospital according to the training plan determined for each department governed by the (LOG BOOK) related to this field and approved by the relevant department council.

2-4-2- He/She must work in the specified departments as a principal resident or visitor doctor according to the individual case of the applicant for one year at least in the specialization department. During this period, clinical programs, lectures, seminars, and training are designed specifically for him/her according to the LOG BOOK, provided that the training program must be completed.

2-4-3- The student must turn in a dissertation in the form of an (ESSAY) in a topic suggested by the department council. This investigation is regarded as a way of training in the field of research and deducting the results approved by the Faculty Council and by the university council six months before the acceptance of the Faculty Council on the research registration. Later on, the researcher is allowed to present his/her research for discussion.

4-4-2- The student must pass in the two-part exams. Meanwhile, there is no condition on passing a certain part before the other. However, he/she must pass all the three components of the course (the first and second part along with the academic research) to obtain the degree. In case of failure in one component, he/she may retry. However, it is not allowed to repeat any component for more than four times.

2-5- The Master's Degree student in one of the Basic Medical Sciences:

2-5-1- He/She must attend the study subjects, clinical, practical and experimental training in the frame of the comprehensive training program for 24 months according to the training plan determined for each department governed by the (LOG BOOK) related to this field and approved by the relevant department council.

2-5-2- The student must turn in a dissertation in the form of an (ESSAY) in a topic suggested by the department council. This investigation is regarded as a way of training in the field of research and deducting the results approved by the Faculty Council and by the university council six months before the acceptance of the Faculty Council on the research registration. Later on, the researcher is allowed to present his/her research for discussion.

4-5-3- The student must pass in the two-part exams. Meanwhile, there is no condition on passing a certain part before the other. However, he/she must pass all the three components of the course (the first and second part along with the academic research) to obtain the degree. In case of failure in one component, he/she may retry. However, it is not allowed to repeat any component for more than four times.

2-6- The grades of the Master's Degree are as follows:

The dissertation is accepted without grade.

25% for the first part.

75% for the second part.

2-7- Exams:

2-7-1- Clinical Branches:

** Exams of the first part are held in the second half of April. That who fails in this exam repeats the test in the second half of September, whereas the exams of the second part are held in both November and May annually.

** That who fails in a study subject of the first or the second part has to take the test only in the study subject or group of subjects in which he/she failed.

2-7-2- Basic Medical Sciences:

** Exams of the first part are held in the second half of both September and April, whereas the exams of the second part are held in both November and May annually.

2-7-3-A- If the Master's Degree student fails in the first part for the years from his/her enrolment, his/her registration is cancelled.

2-7-3-B- The Master's Degree student has to obtain the degree during three years from his/her enrolment. However, the Faculty Council may agree upon the extension of this

limit for a fourth year as a last chance, and his/her enrolment is cancelled entirely in case of failure.

2-7-4- The Master's Degree student -who has obtained the degree and wishes to obtain another Master's Degree in another branch- is exempted from studying and being tested in the study subjects in which he/she had already passed.

2-7-5- Grades of success and failure of the Master's Degree are calculated as follows:

Excellent	From 85% or more
Very Good	From 75% to less than 85%
Good	From 65% to less than 75%
Pass	From 60% to less than 65%
Weak	From 30% to less than 60%
Very Weak	Less than 30%
** That who does not get 40% out of the written exam is regarded failure.	

2-7-6- According to the statute, the timetable of the study and exams shows:

** The study subjects and each syllabus separately for obtaining the Master's Degree which has been determined by the Faculty Council –upon the view of the related Department Council.

** The number of the written, clinical, oral, practical tests for obtaining the Master's Degree in one of the clinical branches.

2-7-7- The study subjects of the Master's Degree in the Basic Medical Sciences include classes and lectures in the specialization study subject in which the student enrolled to obtain the degree according to the decisions of the related Department Council.

Exams are held as follows:

** First Part: A written exam lasts for three hours + A practical test + An oral test.

** Second Part: Two written exams; each of which lasts for three hours + A practical test + An oral test.

3- Terms of Enrolment to Obtain the Ph. D. Degree:

3-1- The candidate for the Ph. D. Degree in Medicine and Surgery or in the Basic Medical Sciences must be a holder of the bachelor degree in Medicine and Surgery with at least grade 'Good' and a Master's Degree in the specialization subject or in one of its related subjects with at least grade 'Good' from one of the Egyptian universities or an equivalent degree from an acknowledged academic institution.

3-2- 'Credit Hours' system is applied as each department prepares a booklet to illustrate the training program, participation in the academic activities, attending the scientific conferences, and discussing the university dissertations. It also determines the credit hours for each activity. Thus, the student has to accomplish this program during the enrolment period of obtaining the Ph. D. Degree. The related department is committed to provide the student with a mechanism to accomplish this program through organizing lectures, seminars, workshops, clinical and scientific interviews according to the type of specialization.

3-3- The Faculty Council-upon a suggestion from the Department Council- nominates one supervisor or more on the dissertation (to prepare the suggested investigation project) among the professors of the assistant professors. There may be several supervisors. In this case, lecturers may also take part in supervision (provided that the lecturer has passed at least two years since his/her nomination as a lecturer). The number of supervisors must

not exceed four provided that there must be three supervisors from the same specialization.

3-4- To be a Ph. D. holder in Medicine and Surgery or in the Basic Medical Sciences, the student must succeed in three successive parts:

**** First Part:** It lasts for 6 months from the date of registration. It comprises the basic sciences related to the branch of study provided that they are studied practically. It also includes advanced studies in statistics, planning the clinical studies, using computer in the medical sciences (writing research, slides, statistics, referential investigations....., etc). The student must take a written exam in those subjects. That who fails to pass one subject repeats the exam in only this particular subject. The student is allowed to repeat the exams for four terms during two years from the registration date.

**** Second Part:** It lasts for two years after succeeding the first part. It comprises the clinical and academic sciences according to the type of specialization. During this period, the student accomplishes the credit hours according to the training program. Only then, is the student allowed to take the related exams. That who succeeds in final theoretical exam is allowed to take the clinical and oral tests. That who fails in these tests-provided that he/she succeeds in the theoretical tests-repeats only the clinical and oral tests for four terms at most within three years from his/her success in the test. However, if he/she fails in these tests, he/she has to repeat the theoretical test anew.

**** Third Part (The Thesis):**

The student is allowed to enroll his/her thesis after a year and half year from the date of registration for this degree. It must be an inventive research in a topic approved upon by the university council based on the agreement of the Faculty Council which should be two years at least. The student then presents his/her investigations in a form of a thesis which should be accepted after discussion. The thesis must also include at least one research to be published in a scientific magazine approved by the supreme council of universities. The thesis is not accepted to be discussed unless the student succeeds in the second part.

3-5- Exam Terms:

- The exams of the first part for of the Ph. D. Degree are held in April and September annually.
- The theoretical and final exams are in May and November annually.
- The clinical and oral exams are held inside the Faculty through the related departments.
- Marks of the written exams and the C.V. for some are added together. Success takes into consideration the overall score. Ph. D. exams in the branching specializations include written and clinical tests in the basic study subject. It is permitted to determine the first paper in the written test in all the branches related to the main study subject and coordinating what relate with the clinical exams.

3-6- The topic of thesis must be mentioned in the Ph. D. certificate.

3-7- The timetable in the statute shows the number of the written, clinical, oral, and practical exams set for a Ph. D Degree in Medicine and Surgery in one branch of the clinical specializations.

3-8- Two written exams are held; each of which lasts for three hours + A practical exam + An oral exam for obtaining a Ph. D. Degree in the basic medical sciences.

3- Terms of Enrolment for Obtaining the Ph. D. Degree:

4-1- To enroll in the specific studies in one of the specialization diplomas, the applicant must:

4-1-1- be a holder of the bachelor degree in Medicine and Surgery from an Egyptian university or an equivalent degree from another acknowledged scientific institute.

4-1-2- have passed the training year or what is regarded as equivalent from the other Egyptian universities.

4-1-3- have passed an entire year training in the branch in which he/she wishes to pursue his/her studies in one of public hospitals or in the medical centers.

4-2- Admission for obtaining the post graduate diploma is held only once annually.

Announcement for receiving the files of registration is held during the first half of August. However, the study starts on the 15th of October.

4-5- The duration of study to obtain any of the specialization diploma is one single year. Meanwhile, the student has four chances to apply for the exams starting from the registration date. However, the Faculty Council may extend the registration period for a fifth year as the last chance. Registration is cancelled, if the student does not obtain the diploma.

4-6- The student may be exempted from taking a certain exam if he/she has already obtained a diploma in any branching subjects including the same content. However, exemption involves this study subject only.

4-7- Exam Dates:

** Exams of the first part for the diplomas which include two phases are held in the second half of April and in the second half of September.

** Exams of the second part for the diplomas which include two phases and those of one phase are held in November and May annually.

** The student is not allowed to take the exams of the second part unless he/she succeeds in the first part. Meanwhile, the student who wishes to take the exams has to be enlisted a month earlier than the exam date.

4-8- Requirements of applying for an exam of one specialization diploma:

4-8-1- The student must attend the set study subjects and the clinical and practical training satisfactorily. The student who had attended previously the same set study subject in any other acknowledged academic institution is exempted from being tested.

4-8-2- The student must also carry on training in the specialization branch in one of the public hospitals or the medical centers.

4-8-3- The student has to pass the written, oral, practical, and clinical tests as determined in the statute.

4-8-4- If the student fails in any study subject, he has to repeat the exam in this subject only.

4-9- The statute show the study and exams timetables as follows:

** The study subjects to obtain any of the specialization diplomas. Upon the department view, the Faculty Council determines the topics to be studies in each study subject individually.

** The number of the written, clinical, oral, and practical tests required for obtaining any of the specialization diplomas.

5- General Rules:

First: Prerequisites of the Master's and Ph. D. discussion:

- 1- The applicant must complete three courses in the computer as follows:
 - a- An introductory course in computer
 - b- A training course in computer (intermediate)
 - c- Computer applications
- 2- The applicant must obtain a score of at least 400 points in TEOFL for the Master's Degree and 500 points for the Ph. D. Degree.

Second: At least 20% of the written exam is allocated in the second part of the Master's Degree to set an MCQ test.

Third: The relevant department sets the academic program of the academic and clinical study subjects. It is also held responsible for its periodical development to commemorate the rapid scientific progress.

Fourth: Teaching and exams are held in cooperation with the academic and clinical departments (according to the percentage of teaching).

Fifth: The suggested curricula from the various departments are presented to the committee of developing the medical education at the Faculty to be approved and to determine the teaching staff.

5- Examination Rules:

First: Setting the exam:

In the frame of article 71 from the executive statute of the organizing law N° 49 in 1972:

- 1- The teaching staff -who conducts the teaching process in the various branches of the study subject- sets various questions in the parts which they teach. Then, they submit them to the head of the department who selects the exam questions for the actual test paper. The latter bears the complete accountability for setting and secrecy of the exam.
- 2- The selected questions must meet the teaching objectives of the program taught and according to the format of the test paper.
- 3- The department head prepares a model answer for each question in the test along with its evaluative mark and the distribution of total marks on all the questions.
- 4- The member of the teaching staff who conducts the correction must be committed to the frame of the model answer and the applied marks.

Second: Exam Committees:

For each study subject, an exam committee is formed which is composed of at least two members are chosen by the Faculty Council upon the request of the related department council. However, in times of urgency, the dean may choose the members of this committee.

This committee is supervised by a general committee headed by the dean or the department head. The results of the exams are shown to this supreme committee to be revised and to suggest what so ever concerning the evaluative range of the students' marks compared with the various components of the study subjects. Without taking the minutes, the committee imposes the outcome of its discussion on the Faculty Council to be approved.

Third: Examiners' Committees:

- 1- Examiners' committees are formed in each Department by the professors of the department council. Professors who have served for less than five years may take part in the exams without interfering with the results.
- 2- Students of the Ph. D. Degree are examined by the professors of teaching staff. However, assistant professors may take part in the Diploma and Master's exams where necessary.
- 3- The examiners' committee for each exam consists of four professors at most (for Ph. D.) or four professors and assistant professors for the diploma and Master's. The evaluative marks of the student must be secret for each examinee. The results should be submitted to the examiners' committee in the same day of the exam immediately after the end of the exam. This committee is headed by the most experienced in the group.
- 4- Supervisors for the Ph. D. Degree must have served five years at least since the nomination as professors.
- 5- Depending on other professors from outside the university as examiners in evaluating the students is a must.

Four: Correction System:

- 1- Correction is conducted by the professors only.
- 2- Every professor corrects one question or part of it in any study subject for each student in the class.
- 3- The professors must comply with the model answer key.
- 4- If a professor lingers to accomplish the correction before the deadline, the head of the department charge another professor from the department to complete the correction. Meanwhile that lingering professor must be deprived of the exam remuneration. He must not share in the exams in the department this year. If he repeats this nonfeasance, he will be both exempted from taking part in the exams entirely and deprived from the exam remuneration.
- 5- The professors must accomplish the correction in a month at most since the beginning of the exams or two weeks from the end of the exams. This is so done to allow the control enough time to prepare the results and announce them.

Five: The Control:

- 1- The dean of the Faculty and the vice dean for the post graduate studies suggest the qualified professors or the assistant professors to take over the control presidency to be presented to the Faculty Council for approval.
- 2- Like what is applied in the control of the undergraduate classes, whoever has a relative up to the fourth degree must not participate in the control process.

Fourth: Policies related to the teaching staff and their assistants:

1- Nomination of teaching staff and their assistants:

1-1 Nomination of the teaching staff assistants:

1-1-1- For recruiting teaching staff assistants, the department council sets a plan for the department needs of resident doctors (in the clinical departments) or the demonstrators (in the academic department) for the next five years.

1-1-2- The Faculty Council, upon the specialized departments' view, revises the required numbers and the available fund. Then, it publishes an advertisement on the national, formal newspaper announcing the need to recruit new resident doctors and demonstrators with the following conditions:

- The applicant must have obtained a very good degree on the overall grade, with grade good at least on the specialization subject.

- That who had the highest overall marks is selected first. If two applicants had equal numbers of marks in the overall grade, that who had the highest grade in the specialization subject is selected first.

1-1-3- Candidates apply for this post presenting their CVs along with the nomination forms: (A memorandum in the name of the Dean, birth certificate, exemption from military service certificate, Bachelor certificate, script certificate, internship certificate, salary-items certificate, and reference from the previous job). This file is submitted to the staff personnel at the Faculty which files it to the staff personnel at the university. All the fills, then, are evaluated to select the most identical parsons with the required terms prescribed. Then the official in charge conducts a survey on the candidates to provide them with the decision of filling the position after proving the medical fitness. All the concerned parties are informed. However, demonstrators may be charged directly from those of the last two years who have obtained the grade of very good at least in both the overall grade and the specialization subject. Priority is given to whoever has got the highest marks.

1-1-4- Nomination decision is conducted by the president of the university.

1-1-5- The resident doctor (of the clinical departments) passes the period of three years' training. Then, he is nominated as an assistant lecturer by a decision from the university president upon the request of the Faculty Council which is based upon the view of the related department, provided that he/she obtains the Master's Degree with grade good at least. The resident doctor may also be nominated as a demonstrator after spending two years in service. Then, he/she is nominated as an assistant lecturer after obtaining the Master's Degree. As for the demonstrator of the clinical departments, he/she is nominated in the same way after obtaining the Master's Degree. Upon nominating the resident doctor in the position of a demonstrator or an assistant lecturer, he/she has to present the following: (A memorandum in the name of the Dean, birth certificate, exemption from military service certificate, Bachelor certificate, script certificate, internship certificate, salary-items certificate, reference from the previous job, medical fitness certificate, good conduct and behavior reference, and an efficiency report for the period of service).

1-2 Second: Nominating the Teaching Staff:

1-2-1- The teaching staff (professors, assistant professors, and lecturers) are nominated by a decision from the university president upon the view of both the Faculty Council and the related department council. (Article 65 of the 49 law concerning organizing the universities)

"That who is nominated among the teaching staff must:

- Have obtained the Ph. D. Degree or its equivalent from one of the Egyptian universities in a qualifying specialty for the position.
- Have shown good conduct and reputation." (Article 66 of the 49 law concerning organizing the universities)

Terms of nominating a lecturer:

- He/She must have spent six years at least after obtaining the bachelor degree.
- If he/she were an assistant lecturer from one of the universities subjected to the law of organizing the universities, he/she must also be committed to his/her work, duties and enjoyed good reputation since nomination as an assistant lecturer.
- If he/she were other than that, he/she should acquire the required teaching efficiency. In this case, there must be an announcement about the vacant post. (Articles 67 and 68 of the above mentioned law)

Terms of nominating an assistant professor:

- He/She must have worked as a lecturer for five years at least from one of the universities subjected to the law of universities or from another academic equivalent institute.

- Else, a five-year period at least must have passed since obtaining the Ph. D. or its equivalent, provided that the candidate must have passed thirteen years at least since obtaining the bachelor degree. This would be the case, if it were decided to announce about the position in another regional university.

- While working as a lecturer, he/she must have conducted innovative, academic, and published researches or he/she must have conducted outstanding construction processes.

- He/She must have been committed to his/her work, duties and enjoyed good reputation since nomination as teaching staff member. He/She must also have taken into consideration to show his/her outstanding academic and social activities. (Article 69 of the university law)

Terms of nominating a professor:

- He/She must have worked as an assistant professor for five years at least from one of the universities subjected to the law of universities.
- Else, a ten-year period at least must have passed since obtaining the Ph. D., provided that a eighteen-year period at least has passed since obtaining the bachelor degree, if it were decided to announce about the position in another regional university.
- While working as an assistant professor, he/she must have conducted innovative, academic, and published researches or he/she must have conducted outstanding construction processes which entitle him/her to fill in the position of professorship.
- He/She must also have taken into consideration to show his/her outstanding academic and production since obtaining the Ph. D. or its equivalent. It should be also taken into consideration the Master's and Ph. D. he/she has supervised in

addition to his/her academic and social endeavors as well as the outstanding constructive missions in the Faculty (Article 70 of the university law)

2- Job Prescription of the Teaching Staff Members:

1-2- The teaching staff members have to devote their time and effort to classes, lectures, and practical training. They have also to contribute to the scientific progress by conducting researches and innovative studies along with supervising what the students prepare from them. They have also to supervise the laboratories and the libraries. Thus, they have to enrich the latter with references. (Article 95 of the university law)

2-2- The teaching staff members have to maintain the university traditions and fundamental values to pass them down to the students. They have also to deepen and support the direct contact with the students and to care about their social, cultural, sportive affairs. (Article 96 of the university law)

2-3- The teaching staff members have to keep discipline inside halls of classes, lectures, research, and laboratories. Thus, they have to present a report to the dean about any event that may cause disturbance stating their reaction about that event. (Article 97 of the university law)

2-4- Each teaching staff member has to present an annual report- about his/her scientific activities and the researches which he/she has conducted and published including the current ones- to the relevant department council to be shown the department council. The department chairman, in turn, has to present a report about work conduct in his/her department including the scientific activities and the current researches and which objectives have been achieved in the department so far. (Article 98 of the university law)

2-5- The teaching staff members have to participate in the council and committee sessions in which they are members. They have also to take part in the scientific conferences endeavors whether they were for the department or for the Faculty. (Article 99 of the university law)

2-6- Upon the suggestion of the dean which is based on the view of the relevant department, the university president may allow in an exceptional way the teaching staff members to practice their profession outside or inside the university after the working hours provided that the licensed gains experience in his/her scientific specialty, provided that this license does not conflict with the university duties, good performance, or the prevailing rules of practicing the profession. This license to practice the profession outside the university is not given to a member unless he/she have spent a ten-year period since graduation including at least three-year experience as a teaching staff member. (Article 100 of the university law)

2-7- The teaching staff members are allowed to neither teach classes in other universities nor supervise the classes conducted in those universities without a license from the university president upon the suggestion of the dean which is based on the view of the relevant department. The license must be issued in the field of teaching or supervising at the university-study level. (Article 102 of 49 law)

2-8- The teaching staff members are not allowed to provide paid or non-paid private lessons. (Article 103 of 49 law)

2-9- The teaching staff members are not allowed to deal in business or take part in any commercial or industrial management. They are not allowed to be involved in another job or any other job that does not suit the dignity of this profession, either. (Article 104 of 49 law)

3 Evaluating the Teaching Staff Members:

First: Promotion:

3-1- Resident Doctors and Demonstrators: They are monitored throughout the first three years during which the Master's Degree is discussed. Then, they are evaluated by an exam containing two phases to obtain the degree which qualifies them to fill in the post of an assistant lecturer. During this period, they are also evaluated through the follow up notebook which includes all the lectures, conference, discussed theses, and the acquired technical skills while training.

3-2- Assistant Lecturers: They are evaluated through the Ph. D. discussion and passing the Ph. D. exam, as well as through the follow up notebook which qualify them to the post of assistant lecturer. If he/she does not discuss the Ph. D. thesis with five years, he/she may be transferred to clerk.

3-3- Lecturers: They are evaluated only after five years through the scientific committee of promotion to an assistant professor position. This committee evaluates four research papers which serve the scientific research.

3-4- Assistant Professors: They are also evaluated through the scientific committee of promotion to a professor position. This committee evaluates five research papers which serve the scientific research.

Second: Measuring performance efficiency:

To meet the recommendations of the high supreme council of universities, a new mechanism has been put forward in the system to monitor the teaching staff members and bind the performance level to remunerations.

Follow up Mechanism within the department:

1- The department council determines three teaching staff members to monitor the performance of the teaching staff inside the department. Thus, they set the follow up mechanisms to be approved by the department council, the dean, the faculty council, and the university president respectively.

2- Each teaching staff member fills in forms of the weekly and monthly activities and those of the following month including the endeavors he/she would undertake according to the instructions of both the department and the faculty. These forms are signed and handed to the performance follow up committee within the last week every month.

3- The monitoring committee on the teaching staff performance executes the predetermined plan.

4- The committee, then, prepares a monthly report about the monitoring results to be approved by the department council and to be shown to the follow up committee of the Faculty.

Follow up Mechanism within the Faculty:

1- The dean with the vices forms a follow up committee on the teaching staff performance. This committee consists of 7 members under chairmanship of the dean and it is to be approved by the Faculty Council.

2- All the Faculty Departments are distributed on this committee which supervises them alternatively. The monitoring visit is conducted randomly to check the plan of teaching staff activities within the department to prove their credibility of performance. If a teaching staff member is absent, it must be recorded and signed by a member of the department committee and a member of the faculty committee.

3- The senior member of the team conducts the follow up process through actual visit or on the phone.

- 4- Each member of the follow up team presents a monthly report about this process.
- 5- The follow up committee holds a monthly meeting in the first week of every month to discuss the results of this process and to approve the forms of the previous month.
- 6- Headed by the dean, the committee prepares a report about this process along with the pay roll forms to be presented to the university president for approval.

Complaint Mechanism within the Faculty:

- 1- The dean forms a complaint committee from the teaching staff to be approved by the faculty council.
- 2- If there were complaints from any department or from a teaching staff member concerning his/her uncountable teaching hours, this sort of complaint would be forwarded within a week from the date of payment to be reviewed by the complaint committee of the faculty.
- 3- The teaching staff member has to present a concrete evidence to prove the fact of his/her actual activity during that uncounted period.
- 4- The committee compares his/her evidence with that of the follow up committees. Then, a report is issued and raised to the dean. Consequently, the complainant is informed about the result of the investigations accepting or refusing his/her complaint.
- 5- In case of refusing the verdict of this committee, the complainant may raise the matter to the complaint committee in the university to receive a final verdict.

Terms of paying the quality performance earnings:

- 1- The teaching staff member is committed to attend four days regularly with at least 28 working hours weekly. It is not allowed for the delegated member to participate in this system if he/she is delegated for more than two days weekly.
- 2- It is not allowed for the delegated member to participate in this system if he/she has been convicted for corruption with a final punishment verdict.
- 3- An exceptional period of two years is permitted to the assistant professor or to the lecturer who is not promoted for seven years or more after having obtained the position. However, this exceptional period is reviewed later on.
- 4- To get paid for the bonus wages of the university leadership, the university leaders must be on duty as full time job which means to work at least five days a week so that they can monitor and supervise executing the system. This rule is applied on the department heads, vices, and dean. Meantime, they can take part in the quality system along with the bonus wages allocated to them.

4- Efficiency improvement to the teaching staff members:

- 4-1 The Faculty conducts training courses for the lecturers and the assistant lecturers in English (TOEFL) and Computer. These courses are compulsory and regarded as prerequisites for obtaining the Master's and Ph. D. Degrees.
- 4-2 The university holds several training courses in various fields such as Effective Teaching Methodology, Evaluating Students, Profession Ethics, Academic Research, and others through the Center of Developing the Abilities of the Teaching Staff & the University Leaders. Passing these courses is a prerequisite to be promoted for the position of an assistant lecturer, a lecture, an assistant professor, or a professor.
- 4-3 Through the Center of Developing Education, the Faculty arranges courses for the teaching staff members in the fields of Academic Writing, Scientific Research, and Recent Trends in Testing in addition to further courses which meet their training needs to develop their technical efficiency.

-5 Delegations and Scientific Missions Abroad:

5-1 The teaching staff members may be delegated for a limited period from another university by a decision from the university president according to the agreement of the faculty council upon taking into consideration the department-council view. Full-time delegating is regarded as seconding which is subjected the secondment articles. (Law 49 article 84).

5-2 It is also possible to delegate a teaching staff member to a foreign university or institute as long as he/she would carry on the same position specialty as that of the university. The secondment must be by a decision from the university president according to the agreement of the faculty council. This secondment must also be for a renewable period of two years which can be renewed only once by a decision from the university council. However, the university council may renew the secondment for another period. (Law 49 article 85).

5-3 It is also possible to delegate the teaching staff members to temporary scientific missions abroad by a decision from the university president according to the agreement of the post graduate and researches council in accordance with the agreement of the faculty council upon taking into consideration the department-council view. This scientific mission must be for one renewable period of a year (when the utmost necessity arises). The delegated member obtains his/her entire salary during the mission. At the end of the scientific mission, the delegated person has to present a report about his/her achieved endeavors along with copies of the submitted researches to be shown on the faculty council and on the post graduate and researches council of the university. (Law 49 article 87).

6- Rules of Teaching Staff Members' Accountability:

Organizing Law of Universities:

The university president charges a member from the faculty of law-teaching staff in the university to investigate the claims against the teaching staff member. However, the investigator's rank must be higher than that of the charged member. This report is presented to the university president and to the minister of higher education in case His/Her Excellency desires. The university president may wrap the investigation up or transfer the convicted to a disciplinary punishment council for further decisions or he/she may decide a suitable punishment within the limits of article 112.

Article 106:

The university president may impede any teaching staff member as a precautionary measure when necessary arises for no more than three months. This period can not be extended without a prior verdict from the disciplinary council. Accordingly, the convict is deprived of a quarter of his/her salary from the date of that impediment unless the disciplinary council decides a release of the salary. If the matter is not raised to a disciplinary council within a month from the impediment, the salary is wholly paid till the disciplinary council decides the contrary.

In case of wrapping up the investigations, blamelessness, consultatively directing, or blaming, he/she is cashed what was discontinued of his/her salary. However, if the punishment were heavier, the punishing authority takes further decisions about his/her salary.

Article 107:

All the teaching staff are accountable before a disciplinary council formed as follows:

- a- One vice president who is nominated by the university each year.
- b- A professor from the faculty of law.
- c- A counselor from the state council who is delegated each year. In case of the counselor absence, he/she is substituted by the other vice president, then the most senior dean. Thus, the most senior of the group takes over the chairmanship.

According to article 105 concerning investigation and transferring to the disciplinary council, the rules of disciplinary trials for accountability are those stated in the state council law.

Article 110: Possible punishment for teaching staff members:

- a- Notification.
- b- Blaming.
- c- Blaming with delaying the deserved bonus for one period, or delaying the promotion or similar punishment for two years or more.
- d- Seclusion from the position while keeping the pension or the remuneration.
- e- Seclusion from the position while depriving from the pension or the remuneration (as much as one quarter).

Any breach or deed that harms the honor, virtue, or of a teaching staff member deserves seclusion. (Article 103)

At any rate, the teaching staff member is not secluded from his/her position without a disciplinary council.

Article 111: Apart from the cases and rules relevant the financial breaches, the disciplinary lawsuit expires once the teaching staff member retires and the university council accepts his/her retirement. Thus, the resulting criminal or civil procedure has no effect on that deed.

Article 112: The university president may slam the notification or blaming mentioned in article 110 on the teaching staff members who discontinued their duties or the requirements of their positions. This must be after hearing their sides of the stories and presenting their pleadings. His/Her decision in this case is causative and final. Consequently, the dean has to inform the university president any shortage or misbehavior occurs from the teaching staff members.

Policies of the Administrative Staff at the Faculty:

1- Announcement and recruitment of posts: This process is conducted at the university and beyond the Faculty's authorities:

1-1 The Ministry of Administration Development determines the vacant posts to inform the university president about its needs.

1-2 Those vacant posts must be advertised in a governmental newspaper.

1-3 The applicants present their nomination forms (A request asking the university president for nomination-birth certificate-conscription certificate-graduation certificate or illiteracy certificate) to the university personnel.

1-4 There are the documents verified. Then, a memorandum is prepared and studied by a committee headed by the university secretary general. Then, the qualified persons are selected according to the prescribed specifications and the labor law.

1-5 The results are presented to the university president or his/her deputy approval and sending a memorandum to the Department of Administration at the university.

1-6 The lists are released to inform the accepted candidates.

1-7 The candidates present their work consent to the Department of Administration at the university.

1-8 The Department of Administration at the university distributes the employees on the different Faculties to fill the vacancies in each.

1-9 The nominees present their consent to the Faculty Personnel to inform both the Faculty Dean and the Secretary General.

1-10 The latter distributes the new nominees on the various departments at the Faculty.

2- Nomination in the Posts:

2-1 Employees are graded in the administrative posts from the sixth assistant nominated on the sixth degree to the first assistant on the third degree. The hands are classified either (without academic qualifications) or (with secondary school qualifications). The first group are nominated in various professions such as plumbers, electricians, etc., whereas the second group are nominated as technicians who work as supervisors of plumbers, electricians, etc. The vacancies in those posts are advertised in a governmental newspaper according to the needs of the Faculty or the hospital which must be approved by the university president and the Central System of Organization and Administration provided that there are vacant financed posts for the sixth degree.

2-2 Clerical Posts: They are advertised according to the Faculty and University needs on the governmental newspapers upon the approval of the university president and the Central System of Organization and Administration provided that there are vacant financed posts for the fourth degree entitled "Fourth Clerk". The nominated in this post may be promoted up to the first rank clerk. To be nominated in this post, the candidate must be a holder of a higher diploma than the preparatory education certificate. That is a certificate of the technical secondary school or diploma of two years after the general secondary school.

2-3 The specialized rank (bachelor degree or its equivalent): They are advertised according to the Faculty and University needs on the governmental newspapers upon the approval of the university president and the Central System of Organization and Administration.

If the candidate holds the bachelor of medicine and surgery, he/she is nominated as 'the third physician or resident doctor' on the third specialized rank. He/she is consequently promoted up to the first rank doctor (the first specialized rank). Then, he/she is promoted up to senior doctor on the rank of general manager, then, to a practitioner general

manager on the rank of ministry first deputy. Meanwhile, the other holders of different university degrees are nominated on the clerical offices of the third rank to conduct the clerical, accounting, engineering, and agricultural upon their majors. They are also promoted up to the rank of ministry first deputy like the previous group.

2-4 The chairman of the hospital boarding council may delegate the members of the teaching staff to work as managers for the hospitals affiliated to the Faculty.

3 Performance Efficiency Measurements:

3-1 According to the article 28 of the Law 47/1978, the Faculty and Hospitals Management set a system to measure performance efficiency that must be applied on the various units in proportion to the nature, aims, and specific functions of each. This measurement is conducted once yearly before forwarding the final report from the actual records and data prescribed by the management or department for these purposes along with the results of the available training in addition to any further information or data that could be implemented to measure performance efficiency. The normal performance is regarded as the basic standard for measuring performance efficiency. Thus, the ranking output could be excellent, good, average, or weak.

3-2 The final report is based on a complete year starting of the beginning of January and ending with the end of December. It is presented within the two months of January and February and it approved in March.

3-3 The criteria of performance efficiency are shown to the working staff beforehand.

3-4 Reports of the working staff are applied to the all working staff from the first rank to the lowest. Performance efficiency measurement for the high ranked employees is based on the comments approved by their bosses to be kept into their files.

4 Promotions:

4-1 Provided that the employee is committed to the requirements of the position, according to the article 36 of the Law 47/1978, the promotion to higher rank must be within the same specific group of positions. A transferred employee is not promoted to a higher rank, unless he/she spends a complete year. However, he/she may be promoted in the newly established position or if the employee is transferred due to a financial shortage in the previous position or in case the unit for which the new comer lacks an employee who enjoys the requirements of the position within the same year.

4-2 According to the article 37 of the same Law, the promotion to the first excellent rank and the higher one is based on choice. This is based on the performance evaluation data and what is found in their employment files.

4-3 To be promoted by choice, the employee should have obtained an excellent degree on the two previous years. This must be restricted to the seniority priority in the same efficiency rank. If the number of the employees who enjoy the requirements of the promotion by choice having excellent rank is less than the required number to be promoted, the rest may be promoted from those who have ranked good at least with the same conditions mentioned in the previous article. However, if the number of the qualified employees to be promoted by choice is less than the specified required number for this position, the promotion for the rest is postponed till the following year.

4-4 In all the promotion by choice cases, the employee must pass the training course offered by the unit in accordance with the Central Organization for Regulation and Management successfully.

Leadership & Counseling Policies:

Roles and Responsibilities of the Faculty Council:

1- The dean calls upon holding the Faculty council in the second week of each month. (The minimum number of the attendants is 50% of the members + 1).

2- Headed by the dean, the Faculty Council consists of:

- The Faculty vices.
- The Department heads.
- A professor from each department provided that the professors of a given department take part in the membership alternatively each year according to their professorship seniority. According to the faculty request, the University Council may merge five non-member professors –at most- to the Faculty Council for a renewable year.
- Two assistant professors and two lecturers provided that they take turns each year according to the seniority in each rank within the faculty.
- Three experienced members –at most- in teaching the subject matters taught in the faculty. They are nominated for two renewable years according to a suggestion from the Faculty and University Councils approved by the University President (such as a representative from the Doctor Syndicate – A representative from the Health Ministry)

3- The minutes of the department council sessions, committees, and the various directorates are referred to the Faculty Council.

4- Headed by the dean, the Faculty Council is held once monthly to discuss the following topics:

- Putting forward the general policies of education, scientific research, and coordination among the various departments.
- Setting plans for accomplishing the buildings and following up the existing ones.
- Following up the work plans within the Faculty.
- Giving opinions as for the executive statute of the university.
- Giving opinions as for organizing the decisions of the various committees of the faculty.
- Giving opinions as for organizing the administrative, financial and student affairs in the university.
- Giving opinions as for the various matters forwarded by the Department Councils as well as the University Council.
- Giving opinions as for the other various matters of concern according to the law.

5- Decisions are taken according to the voting system (more than 50% of the attendants). In case of equality, the decision is taken for the party in which the dean has voted.

6- The dean is committed to implement the Faculty decisions and report the session minutes to the university president within eight days starting of their binding. They are also reported to the various relevant bodies, directorates, departments.

7- The department of follow up reviews the execution of the decisions taken by the Faculty Council. It also reports the results of what have been achieved before holding the following council.

Selecting the Academic Leaders at the Faculty:

The academic leading positions consist of three groups:

The First Group: It includes the academic leading posts mentioned in the law 49/1972 organizing the universities as follows:

- 1- The Faculty Dean
- 2- The Vice Dean of education and student affairs
- 3- The Vice Dean of Postgraduate studies and researches
- 4- The Vice Dean of community service and environment development
- 5- Heads of the academic departments

The rules of selecting these posts are governed by the criteria stated in the above mentioned law.

The Second Group: It includes the academic leading posts shaped by the Faculty.

They are the higher posts filled by the heads of the units and the newly created organizing divisions in the approved organizing structure of the Faculty; as follows:

- 1- The executive manager of the quality administration unit.
- 2- The executive manager of the project administration unit
- 3- The executive manager of the developing the human resources unit
- 4- The executive manager of the information and decision taking unit
- 5- The executive manager of the developing education center
- 6- The executive manager of safety and vocational health
- 7- The executive manager of the disaster and crisis management
- 8- The executive manager of the Faculty Magazine
- 9- The manager of the central laboratory
- 10- The executive manager of the unit of the profession ethics
- 11- The executive managers of units of specific nature

The Third Group: It includes the academic leading posts within the Faculty. They are the posts filled by the administrative coordinators of developing the science and research process at the faculty; as follows:

- 1- The coordinator of the class group.
- 2- The coordinator of the subject matter.
- 3- The group of the subject matter management.
- 4- The coordinator of the research plan at the department.
- 5- The coordinator of the electronic education.
- 6- The coordinator of the department quality.

The vacancies in these posts are announced within the scientific departments where the best applicants are selected according to the criteria of the prescribed description of the endeavors that must be conducted by the candidate assigned by the relevant department.

Procedures and restrictions of selecting the newly shaped academic leading posts at the faculty:

- The unit of developing the human resources prepares an annual statement including the estimated vacancies in the leading posts during the next six months. This statement must contain the position titles and the terms of filling these openings. This statement is shown on the faculty council to determine the necessary regulations for announcing about these openings.
- The unit of human resources announces about these openings throughout the faculty in all the possible means. The announcement must include the job title, a summary of job description, qualifications of the candidates, and its approved particularities. The announcement must also be for accepting the applications with a certain period to be directed to a fixed location.
- The applicant for an announcement must:
 - 1- have the required qualifications to fill the post.
 - 2- attach a statement including his/her accomplishments in the faculty concerning the announced post; along with documents if found.
 - 3- Put forward a plan the develop the unit for which he/she is applying to fill the post in. this should include his/her perspectives about enhancing the performance efficiency and developing the system and environment work in the unit.
- The Faculty Council forms a committee from the teaching staff working at the human resources unit to decide the procedures of proposing, selecting, preparing the candidates to the openings.
- This committee is shaped to have an odd number; not less than three or no more than five. Its members must be of good reputation in their current positions and their academic ranks must be in proportion with the ranks and expertise expected from the candidates who would fill the openings. This committee is renewed annually.

On shaping this committee, the Faculty may charge whoever from the teaching staff other than those working in the human resources unit.

- The committee has to do the following:
 - Monitoring the candidate applications and their CVs.
 - Selecting the suitable ones.
 - Conducting interviews to identify the best capable and efficient ones.
 - Enlisting the selected ones in order according to:
 - 1- 30% of the total marks for accomplishments in his/her previous positions.
 - 2- 30% of the total marks for suggestions of developing the unit applied for.
 - 3- 40% of the total marks for the results of the interview and any assigned tests.
 - The committee enlists the final list in the above mentioned order.
 - Preparing the final list must not take more than a month starting from the date of the first meeting of the committee for this purpose.
- These posts are filled for one renewable period of three years. Nomination must be at the same scientific degree and current salary of the applicant, unless there are reimbursements in the new post.
- The committee of developing and enhancing the human resources at the human resources unit sets a comprehensive program to prepare, rehabilitate, and develop the candidates' experience and skills to fill the leading posts according to the level of expertise in each.

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- The applicant for the leading post presents an annual report about his/her achievements to the committee of performance evaluation at the unit of developing the human resources along with his/her suggestions upon filling this opening for study to be reported in the authorized councils.
- The Faculty may charge whoever it sees appropriate of the teaching staff out of the human resources unit to evaluate the endeavors of the leading-post occupants.
- The human resources unit prepares a statement about the forthcoming vacancies in the leading posts six months in advance. This statement is shown on the Faculty Council for taking decisions whether to extend the period of the current occupant of the post or not.
- In case of deciding to renew the period of the current occupant, the relevant authority issues the necessary nomination decree sixty days at least before the deadline.

Seventh: Policies of the Community Service & Environment Development:

First: Determining the Community Needs:

1 The unit of identifying and analyzing the community needs (under construction) collects data and information about the actual needs and health problems of the target community benefited from the Faculty services/Zagazig University through a study which includes:

- Surfing on the internet on the WHO web pages.
- Reviewing the documented records of the Ministry of Health.
- Asking for opinions and questionnaires.
- Conducting surveys and medical investigations.
- Interviewing the focal groups.
- Reviewing the people's complaints and suggestions.

2- The unit analyses the collected data and information.

3- The unit prioritizes the needs of the health community in a report.

4- This report is sent to the following directorates:

A- Student Affaires and Curricula: This is where the requirements are put into the educational plans (for the study subjects) at the Faculty.

B- Postgraduate Studies: This is where the applications of the necessary research plans are taken into consideration.

C- Environment and Community Service: This is where the environment and community services are directed according the community needs.

5- The process is repeated every three years. When three years have passed, the units starts over to determine the new requirements of the community.

Second: The Process of Community Service:

A- Medical Convoys:

1- Planning for the medical convoys: The community sector at the university a yearly plan for the medical convoys upon the evaluation results of the health needs in the surrounding communities which suffer from any shortage of the services offered (until The unit of identifying and analyzing the community needs is established). At the beginning of the academic year, the university sends a copy of the plan to the community department at the Faculty to prepare for the necessary convoys.

The committee, then, conducts the following steps to fulfill the plan:

- Identify the health needs.
- Setting the yearly planned timetable for the medical convoys.
- Determining the time frame to conduct each convoy.
- Informing the concerned departments to allocate the necessary medical requirements.
- Informing the pharmaceutics to supply the adequate quantities of medicine.
- Holding workshops for the executive team to assure the work plan.
- Providing the suitable medical printouts needed in the convoy region.

2- Executing the Convoy: On conducting the actual convoy, it should seek realizing the following aims:

- Offering the medical service for free and at the highest level for those who have restricted income in the target region of the convoy.
- Providing the medical culture, awareness, and guidance.
- Augmenting trust and satisfaction toward the Faculty service.
- Interviewing the public and gathering opinions about the service offered to them.

- Forming a team for solving any problem that may occur during the convoy.
- Training the students practically in the field (students of the last year at the Faculty and the interns).

3- Evaluating the convoy: At the end of the convoy, a report is forwarded including the achievements and the extent of releasing the convoy objectives to the vice president of community service in order to plan for the forthcoming year.

B- Units of Specific Nature:

1- Steps of establishing the units of specific nature:

1-1 A suggestion is forwarded to the relevant department council including the following items:

- The objectives of establishing a new unit.
- The organizing structure of the unit and its boarding council.
- Services assumed to be offered by the new unit.
- The internal regulating law for the unit work.
- The unit location.

1-2 The internal regulating law must include the following:

A- The financial System:

- 1- The financial resources should be stated clearly with the ways of expenditures (wages-remunerations-current expenses-capital expenses).
- 2- Control and supervision on the resources and expenditures must be provided.
- 3- The relevant endeavors to the Faculty needs are conducted for free, whereas those endeavors conducted for the other university sectors are tallied only for the costs of raw material, operational requirements, and wages in addition to a percentage regulated by the boarding council which should not exceed 15% of the cost of the previous elements.

B- The technical System:

- 1- Operational styles and measurement procedures.
- 2- Ways of supervising and controlling the product quality to suit the approved specifications.

C- Administrative System:

- 1- The boarding council is the unique authority that governs the unit affairs and sets its policies which realize its objectives supervised by the university president.
- 2- The boarding council consists of: the dean, vice president of community affairs, the executive director of the unit, members of technical expertise, and an accountant.
- 3- The executive director is the head of the department affiliated to the unit. He/She is replaced by the new head of the department.
- 4- The boarding council is held every three months or when the necessity arises.

1-3 Upon the approval of the department, the proposal is raised to the committee of environment.

1-4 Upon the approval of the committee of environment, the proposal is raised to the Faculty Council.

1-5 Upon the approval of the Faculty Council, the proposal is raised to the committee of the environment at the university.

1-6 Upon the committee of the environment at the university, the proposal is raised to the University Council.

1-7 Upon the University Council, the proposal is raised to the Ministry of Finance to approve the internal statute of the unit.

1-8 Upon approving the internal statute of the unit, it can possess a private account at a bank chosen by the university. This account must be affiliated to the special accounts of the university.

2- Steps running and devolving work at the unit of specific nature:

2-1 Mechanisms of work control:

1- Preparing precise instructions clarifying the responsibilities of each member of the boarding council and the administrative and technical bodies for the unit.

2- Preparing approved specifications to assure the product quality offered by the unit.

3- Preparing the quality objectives and the training plan annually for each unit.

2-2 Mechanisms of following up the work within the unit:

1- The executive manager has to prepare a three-month report to be raised to the head of the boarding council (the Dean).

2- An annual conference for all the units must be held to exhibit the endeavors of each unit for marketing its products. This conference may commemorate the annual conference of the Faculty.

3- Conducting the internal check up on the units of specific nature.

3-3 Mechanisms of measuring the work efficiency of the unit:

An annual study is conducted to identify the clients' satisfaction (internally and externally) about the product/service offered by the unit. The executive manager must prepare a report including the results of this study to be raised to the boarding council of the unit (the Dean) to take the necessary decisions.

Eighth: The Special Policies for the Scientific Research:

1- Preparing the research plan for the Faculty:

The Faculty puts forward a plan for the scientific research related to the university plan. It should take the following steps:

- 1-1 The vice dean for the postgraduate studies and researches informs the various departments about the university plan to be taken into consideration in their derived plans. Those plans are renewed every three years.
- 1-2 The department councils approve on the plans and forwards them to the vice dean of post graduate studies and researches.
- 1-3 The plans are, then, shown on the postgraduate committee to allocate a scheduled research plan of the Faculty for the next three years.
- 1-4 This plan is approved by the Faculty Council and sent to the relevant departments.
- 1-5 The departments prepare annual reports in June every year stating the extent of achievements to realize the research plan of both the department and the Faculty.
- 1-6 The achievement-annual reports are shown on the Faculty Council for further consideration.

2- Efficiency of the Research Process:

- 2-1 The Faculty supplies the necessary equipment, tools, and material for the research process according to the available budget allocated by the university.
- 2-2 The Faculty seeks to develop the research skills of the teaching staff and the cooperating staff within the Faculty (in the medical education center) and within the university (through the programs of skill development of the scientific research at the centers of skill development of teaching staff of the university).
- 2-3 The Faculty monitors the researchers to be committed to the scientific research ethics. For this respect, the Faculty has formed a committee for the scientific research ethics and a protocol for the researchers to follow, especially those researches which are conducted on the human beings. Thus, this committee must approve on conducting a research beforehand.
- 2-4 The Faculty assists the researchers to publish their researches locally and internationally. (Thus, the Faculty issues a scientific magazine. The university also subsidize the researchers to get their researches published in the international journals.)
- 2-5 The Faculty values the distinguished researchers on the Annual Excellence Day financially and morally.
- 2-6 The Faculty sets a data base for the scientific research. In this respect, the Faculty has trained a number of the employees at the postgraduate studies to employ the computer programs of designing a data base.

3- The Scientific Research Contribution to Support and Reinforce the Teaching Process:

- 3-1 Students take part in conducting some of the research projects. They also take part in the scientific conferences held at the Faculty.
- 3-2 The Faculty is keen on get the most benefit of the results of the scientific research in developing its study subjects through discussing those results in the department within an annual conference to prepare the academic material that could be added to enrich the study curricula upon the approval of the curricula committee.

4- Fund:

4-1 The financial allowances are distributed according to the university regulations concerning the Faculty annually.

4-2 The Faculty sets a schedule for the various departments to benefit from the Faculty Central Laboratory to conduct the various researches free of charge. The Faculty also supplies the necessary equipment and chemicals needs during the experiments.

4-3 To receive extra external funds, the Faculty encourages amalgamation in the research projects funded whether by the university or by any on the organization locally or internationally.

5- Other Scientific Activities:

5-1 The Faculty is keen on holding seminars, workshops, and local and international academic conferences.

5-2 The supports the teaching staff participation in attending the local, regional and international conferences.

5-3 The Faculty seeks for cooperation with the scientific research organizations.

5-4 The Faculty issues a special scientific journal.

5-5 The Faculty encourages the expertise exchange with the parallel educational organizations regionally and internationally.

Ninth: The Financial Policies:

1- By the beginning of the fiscal year, the office of the vice president for postgraduate studies and researches informs the general manager of the Faculty about the following items:

1-1 A copy of the general budget of the state.

1-2 The allocations of the first part in the budget (wages, compensations for employees).

1-3 The allocations of the second part in the budget (purchases of goods and services).

1-4 The allocations of the third part in the budget (subsidies, grants, and social remunerations)

1-5 The allocation of the fifth part (other expenses).

2- Equipment-Purchase System:

2-1 The department presents purchasing request for an item including the technical specifications.

2-2 The Purchase Department prepares the booklet of administrative terms and technical specifications.

A- The primary credit is determined for not more than 1.5% of the total value of the item.

B- The date of disclosing the envelopes is determined.

C- The terms must be included such as: an approved maintenance center, tax record, experience, ISO certificate, a local agent, and the deadline of the offer.

2-3 The advertisement must be published on the state newspapers two consecutive times.

2-4 The booklet is sold to the interested companies for prescribed price.

2-5 On the deadline, the envelopes are disclosed by a committee formed by the authorized bodies (the dean or the university president depending on the value of the transaction).

- Direct order by the dean for not more than LE 25.000.

- Tender or (local or international) bid for LE 200.000.

2-6 Technical bids are transferred to a technical committee to determine their commitment to the technical specifications.

2-7 The decision committee is held (purchase committee consists of a technical member, a financial member, and a legal member) to discuss the technical report with the technical committee. This event is reported the relevant authority. Then, the technically rejected companies are informed stating the reasons of rejection.

2-8 The technically companies are also informed about the date and place of disclosing the financial envelopes within the legal time limit (7 days from the relevant authority approval).

2-9 The envelopes are disclosed as scheduled.

2-10 The decision committee is held to transfer the financial bids to a financial committee to set a financial report declaring the least price accepted technically.

2-11 The decision committee is held for a second time to recommend the least bid technically accepted as for its price. This recommendation is raised to the relevant authority.

2-12 When 10 days have passed, an order of supply is issued to the selected companies stating the value of the final credit which is parallel to 5% of the total value of the transaction in addition to the guarantee and credit duration.

2-13 The company supplies the equipment.

2-14 A technical committee is formed from 3 experienced members in this concern to receive and check the shipment.

2-15 The requesting department adds the purchased item in its storage books.

2-16 The purchase department completes the payments for the sellers bearing in mind any fine for delay.

3- Book Purchase System:

3-1 The budget allocation is determined by the university.

3-2 The sum allocated is divided on 10 departments suggested annually. Those departments are determined by the library committee upon the Faculty Council approval provided that the needs of all the various departments are satisfied within 3 years.

3-3 The purchase committee is formed containing members of the teaching staff from the selected departments provided that only one member of each department, a member of the purchase committee, and the librarian.

3-4 A bid is announced in the newspapers to invite the companies to offer their lists. The purchase committee discloses the envelopes choosing the least price with the updated editions.

3-5 The storage regulations are followed (checking, receiving the books upon the dean agreement, issuing the check of payment for the supplier).

4- System of Purchasing Ink, Paper, and Computer Disks:

4-1 the library general manager presents a request of purchase to the dean.

4-2 The dean's agreement is sent to the faculty general manager.

4-3 This approval is then sent to the purchase director.

5- Evaluation and Approval of Suppliers:

5-1 Registering the suppliers:

5-1-1 The purchase director announces for registering new suppliers in the approved supplier book for the Faculty through publishing on the formal newspapers or inviting the suppliers directly.

5-1-2 Suppliers are evaluated to be approved and registered in the supplier book of the Faculty according to the following criteria:

5-1-2-1 'The supplier taxes register'. This item is a basic condition to deal with any supplier.

5-1-2-2 'Past experience'. This item represents 30% of the total evaluation marks.

5-1-2-3 'Agent'. This item represents 30% of the total evaluation marks.

5-1-2-4 'Approved Maintenance Center' and 'Spare Parts Availability'. This item represents 30% of the total evaluation marks.

5-1-2-5 'Quality Certificate e.g. ISO 9000'. This item represents 10% of the total evaluation marks.

5-1-2-6 To approve on and register a supplier, he/she must possess a taxes record and a taxes card in addition to 70% or higher out of the above mentioned items. In case of realizing these items, the purchase director registers the supplier in the approved register book of suppliers in the Faculty.

5-2 Evaluation of the Supplier Performance:

5-2-1 Upon receiving the supplies stated in the order of supply and checking the reports, the purchase director conducts the following procedures:

5-2-1-1 The percentage of supplied quantity (The supplied quantity /the requested quantity %)

5-2-1-2 The percentage of supplied quality (The accepted quantity /the supplied quantity %)

5-2-1-3 The period of delay (per week).

5-2-1-4 The sum of (the percentage of the supplied quantity + the percentage of the supplied quality – 1% deduction for each week of delay or 3% at most)

5-2-1-5 The following items should be taken into consideration: price. Payment terms, check acceptance, means of transportation, checking out system, etc

5-2-1- The results of the supplier performance are evaluated in the specially prepared form at the Faculty.

5-3 In case the supplier gets less than 80% in three consecutive supplies, the purchase director deletes his/her name from the approved supplier book and deals with the substitute supplier. In case there is no a substitute, the purchase director follows the previous steps to approve and register another supplier.