



الأكاديمية العربية للعلوم والتكنولوجيا والنقل البحري
Arab Academy for Science, Technology & Maritime Transport



AASTMT *Student Handbook* CLC-ALEXANDRIA HQ

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1. STATEMENT OF STUDENT RIGHTS AND RESPONSIBILITIES

AASTMT is committed to creating an academic environment that is founded on respect, fairness, and academic integrity. Students have the right to quality education delivered in accordance with clearly defined regulations, equal access to resources and services, and participation in an environment free from discrimination and harassment. They are entitled to due process in all academic and disciplinary matters, including access to grievance and appeal mechanisms, and the assurance that all decisions affecting them are applied consistently and transparently. Alongside these rights, students have responsibilities that are essential to maintaining the integrity and effectiveness of the Academy.



PROF. ABEER REFKY
DEAN OF COLLEGE OF LANGUAGE AND COMMUNICATION

1.1 Student Rights

- Students are entitled to access the personnel, services, and facilities necessary to support the successful completion of their degree programs.
- Students have the right to receive academic and personal development support, including professional guidance, advice, and counseling, delivered by qualified and experienced staff.
- Students are granted opportunities to participate in institutional governance primarily through representative structures such as the Student Council, which conveys the collective views of

the student body to the administration.

- Students may represent their peers through participation in the Student Council and are entitled to voice their opinions regarding institutional services and proposals for their enhancement.
- Students are afforded the opportunity to establish or join student societies and to participate in a broad range of social, cultural, and extracurricular activities.
- Students are entitled to fair, impartial, and equitable assessment in all academic matters, as outlined in institutional regulations.
- Students are protected

against unsubstantiated allegations of misconduct and are presumed innocent until evidence proves otherwise in accordance with due process.

- Students possess the right to appeal institutional decisions that they believe to be unjust or inequitable through the formal appeals process.
- Students' consent is required prior to the use of their image in official institutional publications or media.
- Students' personal information is safeguarded, accessed only by authorized personnel for approved purposes, and retained for a limited duration in accordance with institutional regulations.



1.2 Student Responsibilities

- Students are responsible for familiarizing themselves with, and adhering to, the academic regulations and study system of AASTMT. They are fully accountable for any violations or deficiencies arising from negligence, lack of awareness, or disregard of these regulations.
- Students are expected to uphold the principles of ethics, public morals, proper appearance, and respect for cultural customs and traditions,

both within and beyond the AASTMT campus.

- Students are required to safeguard AASTMT property and to demonstrate exemplary standards of conduct in their interactions with peers, faculty members, administrative staff, employees, and representatives of external institutions and companies affiliated with AASTMT.
- Students must carry their official AASTMT identification cards at all times while on campus and present

them, or an alternative valid personal identification, upon request by authorized personnel.

- Students are obliged to adhere to the prescribed campus dress code, which prohibits attire deemed inappropriate, such as shorts, ripped jeans, and other similar forms of clothing. Breaches of these responsibilities are addressed through formal disciplinary procedures, ensuring fairness.



2. ARRANGEMENTS THROUGH WHICH THE STUDENTS PARTICIPATE IN GOVERNANCE

AASTMT ensures that students have structured opportunities to participate in the governance of the institution. The Academy recognizes the Student Union and student councils as the primary mechanisms through which students are formally represented. These bodies are established through transparent election processes and are empowered to convey the views, needs, and concerns of the student body to the Academy's administration.



2.1 Guidelines for Student Councils and Election Processes

- Elections are held electronically through the Student Portal system, with the list system and not the individual system. The entire list that obtains the largest number of votes wins, provided that the electoral vote rate is 50%. In the event that one list is nominated, the list must obtain a vote rate of 25% the number of people who have the right to vote.

- That the student who is a candidate for student council membership has joined the academy during the first semester 2021/2022 (October 2021), or before that (the student spent a full academic year or more at the academy).

- That the male/female candidate for membership of the Student Council has at least one full academic year (two semesters) left before graduation.

- The cumulative GPA of the students nominated for membership of the student councils of all faculties is 2.4 or

more, with the exception of the students of the Faculty of Pharmacy, where the cumulative GPA of the nominated students is required to be 1.8 or more.

- The student council of all colleges consists of 12 male and female students, and the composition of the student council for each college is as follows: the council chairman, the vice president, the council secretary, the treasurer and the human resources officer, in addition to a committee secretary for each of the following committees: (families committee - the excursions committee - the sports meeting committee - Scouting Committee - Culture and Media Committee - Technical Committee - Scientific Committee).

- The student candidate for membership in the Student Council should be characterized by upright morals and good reputation, and should not be troublesome or cause disturbances and problems, and that he/she be able to perform group work, as well as that the

candidate for membership in the committees has a proven activity and is a candidate for the committee in which he/she continues to work, That the student who is nominated for membership of the Student Council has not been subjected to a behavioral violation or has been subjected to any of the penalties in the Student Affairs Committees, or it has been decided to or suspend his membership in one of the previous Student Councils.

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- The student council candidate must have registered the courses for the current semester.

- At least 2 female students are required to be represented in each of the student councils, with the

exception of the Student Council of the College of Maritime Transport and Technology.

- At least one male or female student must be represented from 8 departments of the College of Engineering and Technology.

- A male or female student with disabilities under the name (Challenge Heroes Official) can be added to the list

- The list is created through (Student Portal) by the male/female candidate for the position of Council President, starting from the day specified by the Deanship of Student Affairs, provided that the last date for submitting electoral lists is on the following day.

- Candidacy lists are approved after being completed by the Deanship of Student Affairs in accordance with the conditions and rules announced

periodically.

- It is strictly forbidden to start electoral campaigning on social networking pages or inside colleges except after announcing on the page of the Deanship of Student Affairs, as well as approving the accepted list of candidacy that meets the conditions on the electronic system. Knowing that there is a period of silence for the electoral campaign, starting from the opening of the voting process.

- Lists that start electoral campaigning before being approved by the Deanship of Student Affairs or during the electoral silence period are excluded.

- The election process for college student councils is held by electronic system for a period of 48 hours in the third week of the current semester, provided that the voting process

begins electronically through the Student Portal by students by choosing only one list, each according to his college.

- The winning lists will be announced on the Dean of Student Affairs page as soon as the electronic voting process is completed and all election results are reviewed.

- The elected student council assumes responsibility after the announcement of the final result and the meeting of the elected student councils with the Deanship of Student Affairs to start preparing the work plan in accordance with the regulations in force in the academy.

- The Deanship of Student Affairs must abide by all the general rules and conditions for candidacy for membership of the colleges' student councils mentioned above.



Through these representative structures, students are engaged in institutional decision-making, particularly in areas affecting the student experience such as extracurricular activities, campus life, and community initiatives. Furthermore, the Academy facilitates regular dialogue between student representatives and the President and senior leadership, reinforcing the principle of shared governance. Feedback mechanisms, including formal complaints and surveys, provide additional avenues for students to contribute to institutional development.

2.2 Oral Appeals During the Semester

Students are encouraged to review their course work grades throughout the semester with their course instructors prior to the announcement of final grades. This allows for clarification and understanding of their academic progress.

Students have the right to appeal an academic decision if they believe it was unfair, or if they suspect that the college's academic policies were not followed or were applied incorrectly. The appeal process ensures that both the student and the involved instructor or decision-maker have a meaningful opportunity to be heard. Each party may present relevant information and documentation and respond to any evidence presented during the process:

- Oral appeals regarding assessment outcomes may be submitted by the student to the lecturer. This process is to occur during the current semester, following the release of results and preceding official registration.

- The lecturer shall consider the student's appeal. If

the student's appeal is found to be valid, the lecturer will complete a result modification form.

- This result modification form requires review by the course coordinator and subsequent approval by the Head of the Department.

- The Head of the

Department shall then attach a copy of the approved result modification form to the relevant student list.

- The lecturer is responsible for informing the student of the appeal's resolution





3. CLUB ORGANIZATION

The Arab Academy for Science, Technology & Maritime Transport (AAS) offers numerous student-led clubs and associations, covering interests like media, robotics, entrepreneurship, academics, and culture. These communities, guided by faculty advisors, help students grow professionally, enhance their skills, and connect with peers. The clubs cater to diverse students' interests, providing them with the opportunity to develop new skills and build more connections. Students can set up their own clubs and associations prior to which they should get approval from the deanery of their colleges.

These clubs help students in developing the skills needed in the workplace beyond those that are typically offered in the classroom. In addition, it allows students to network with like minded individuals and professionals. The primary objective of such clubs and associations is to create opportunities for students to enhance the competencies and skills necessary during their academic journey as undergraduates as well as to prepare them for professional and personal success following graduation.

The guidelines below provide a comprehensive framework for the establishment and development of student clubs and associations within AASTMT.

3.1 Rules for Club formation

- Students must apply to the institution for recognition of the club or associations to be formed.
- Students must provide a club name, mission statement and guiding rules.
- Students must provide a list of founding members, and rules, and requirements of regular members if needed.
- Students must provide endorsement for the club from at least one faculty member.

3.2 Fiscal Control

- Funds for clubs and associations may come in the shape of institutional allocations, sponsorships, membership fees or approved fundraisings.

- All income, expenditures and accounts should be made through AASTMT concerned parties.

3.3 Role of Faculty Members

- Each club must contain at least one faculty adviser approved by the dean of the college.

- Rules for the duration

and renewing of such members should be devised and agreed upon by club/association founders.

3.4 Development & Conduct

- Founders must ensure that clubs adhere to institutional policies and fiscal rules.

- Any violation of institutional policies may result in probation, suspension or revocation of recognition, depending on the severity of the case.

4. LIBRARY

The library has been renamed "Libraries & Information Services Center" to reflect its expanded role beyond traditional books, now encompassing a wider array of information resources crucial for academic needs. This center supports the entire academic community across all Academy branches and includes:

- Main Library (Abu-Qir)
- Architecture Library (Abu-Qir)
- Maritime Library (Abu-Qir)
- Management Library (Miami)
- Sheraton Engineering Library
- Sheraton Management & Logistics Library
- Dokki Management & Logistics Library
- Port Saeed Library
- Smart Village Library
- Wabour Elmaya Library
- Ganoub Elwadi Library

All branches are interconnected via online terminals, providing seamless access to the center's central database. To enhance information services, the center has implemented an integrated information system that enables direct searches through a computerized catalog and various electronic databases. These libraries are designed to support research and study by providing access to a wide range of books, journals, digital databases, and reference materials.

4.1 The Main Library in Abu Qir Campus

The Main Library in Abu-Qir campus performs all technical activities of acquisition and cataloging of all information media. The Main Library comprises:

- A collection of books
- Periodicals
- Dissertations
- Electronic resources

The Main Library building consists of 3 floors, and can host (225) users at the same time.

- The first floor comprises the references, periodicals, and dissertations. It also comprises a computer lab for Library users to retrieve information from the Internet, Online Public Access Catalog (OPAC), and search our set of electronic resources.
- The second and third floors comprise English and Arabic books in diverse scientific fields.

The Main Library's collection consists of (18148) English Books, (2387) Arabic Books, (37) Printed Periodicals, (1622) English Dissertations, (272) Arabic Dissertations, (27) Audio-Visual materials, in addition to Full-Text e-journals, e-books and e-dissertations. Photocopying services are available for all library users.



4.2 The Main Library in Miami Campus

The main library in Miami comprises a collection of the latest publications which consists of (4140) English Books, (1665) Arabic Books, (8) Printed Periodicals, (447) English Dissertations, (224) Arabic Dissertations, and (5) Projects, in addition to Full-Text e-journals, e-books and e-dissertations, and a number of U.N. publications. The Library can host up to (35) users at the same time. Photocopying services are available for all library users.



5. INFORMATION ON STUDENT SERVICES AND FACILITIES

5.2 Personal Counseling

Psychological support services offer a secure, confidential, and empathetic environment where students can openly discuss personal concerns impacting their lives. These services are designed to equip students with essential skills for managing the various pressures, challenges, and anxieties that may arise during their university experience, thereby promoting their mental well-being and optimizing their use of time.

Furthermore, faculty members and student supervisors within the Deanship of Student Affairs play a crucial role in directing students to these support services. As they are often the first to observe changes in student behavior, they recognize when a student may require professional assistance beyond their own capacity or qualifications.

5.2.1 Support for Students with Disabilities

AASTMT is committed to ensuring full support for Students with Disabilities (SwD) through a comprehensive suite of services. These include providing detailed accessibility information, arranging appropriate accommodations, and supplying necessary auxiliary aids. The Academy

champions equal opportunity and inclusivity, implementing reasonable adjustments to enable SwD to participate fully in all academic, cultural, and social facets of university life. Students are strongly encouraged to disclose their disabilities to facilitate the timely and effective provision of support tailored to their individual needs throughout their educational journey.



5.2.2 Mental Health Support Services

AASTMT offers professional assistance to students experiencing emotional, psychological, or mental health challenges. The Health and Wellbeing team, comprising Welfare and Disabilities Advisers alongside Counselling and Mental Health staff, works collaboratively to provide support for students managing significant and long-term mental health conditions that are recognized as disabilities. These vital support services are integrated into the Accessibility Centre, which operates under the Deanery of Student Affairs.

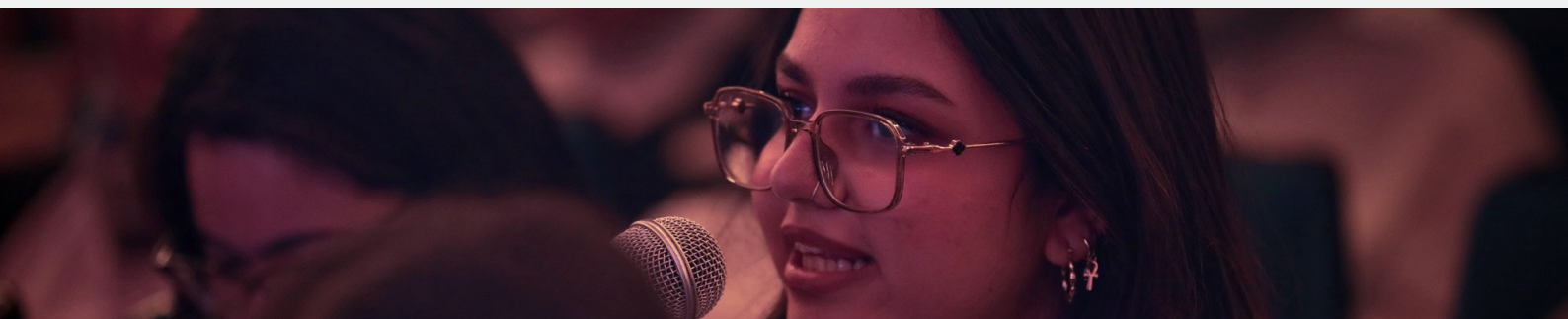
5.3 Academic Counseling

Counseling services address

student well-being, while structured academic advising ensures students receive guidance on academic planning, progression, and performance. Academic advising is a crucial process designed to provide comprehensive support and services that significantly enhance student learning. Each student is assigned an academic advisor with whom they are encouraged to meet regularly. These advisors play a vital role in assisting students with course registration, clarifying college policies, navigating campus resources, and developing future career objectives. As part of the student orientation program, all new students receive initial advising and guidance, which covers

essential information on topics such as academic advising protocols, registration procedures, academic probation guidelines, curricula, available academic support services, social and cultural activities, effective time management strategies, and study skills.

AASTMT is committed to the belief that effective academic advising is instrumental in helping students explore and select their majors, fostering satisfaction with their academic programs, and ultimately contributing to their success beyond graduation.



5.3.1 Criteria for Academic Advisor Selection

Academic advisors are selected based on the following key criteria:

- **Availability and Commitment:** Advisors must be accessible for appointments and demonstrate a strong belief in the importance of their advising role.
- **Comprehensive Knowledge:** Advisors must possess thorough knowledge of all educational inquiries, including academic requirements, policies, and procedures.
- **Unbiased Encouragement:** Advisors are

expected to encourage students without prejudice.

- **Student-Centric Approach:** Advisors must show genuine care for students' educational and career aspirations.

5.3.2 Responsibilities of the Academic Advisor

Academic advisors are responsible for:

- Helping students formulate realistic academic and career goals.
- Assisting students in fulfilling their academic requirements by leveraging available resources.
- Guiding students in program planning that aligns

with their individual abilities and interests.

- Monitoring students' progress toward their educational and career objectives.

5.3.3 Actions Not Permitted for Academic Advisors

Academic advisors are strictly prohibited from:

- Making decisions on behalf of a student.
- Criticizing a student's decision or the recommendations provided by another advisor.
- Undermining a student's confidence in personal matters.



5.3.4 Student Responsibilities in Advising

Students are expected to:

- Clearly communicate their personal abilities, interests, and goals to their advisor.
- Initiate contact and schedule appointments with their advisor when required or when seeking assistance.
- Familiarize themselves with institutional policies, procedures, and academic requirements.
- Participate in evaluations of the advising system, when requested, to contribute to its continuous improvement.
- Request a different advisor if they deem it necessary.

5.3.5 When to Meet Your Academic Advisor

Students should schedule meetings with their academic advisor for the following reasons:

- To discuss any challenges impacting academic performance.
- To select courses for the upcoming semester.
- To process course additions or withdrawals.
- To review and discuss academic progress.
- To explore career considerations and planning.

5.4 Career Counseling

Each year, AASTMT hosts a dedicated Career Day, providing a structured environment for employers to formally engage with students. During this event, organizations disseminate information about their companies, and some may also collect résumés or conduct

immediate interviews with prospective candidates.

In addition to the main AASTMT Alumni Career Fair, the Alumni Association actively seeks input from various organizations regarding the development, training, and career expectations for future graduates. The Alumni Association key activities include:

- Exhibitions showcasing career vacancies.
- Workshops and seminars focused on career development.
- Interview opportunities for graduates with potential employers.



5.4.1 Career Fair Objectives

A central aspect of the Alumni Association's commitment to enhancing graduate employment and training prospects is hosting an annual Career Fair. This event serves as a prime opportunity for graduates to connect and network with a diverse range of human resource professionals and organizations, gaining valuable insights into available career and internship opportunities.

Our Career Fair aims to achieve several key objectives:

- **Connect Talent with Opportunity:** To introduce final-year students and recent graduates to potential employers.
- **Foster Professional Relationships:** To initiate vital networking opportunities between prospective graduates and employers.
- **Highlight Graduate Capabilities:** To effectively showcase the skills and competencies of our graduates to potential employers.
- **Facilitate Employment:** To enhance and streamline opportunities for our graduates to secure employment.
- **Inspire Career Development:** To stimulate graduates' interest in various career-building pathways and possibilities.



5.5 Career Placement Services

The Career Development Center (CDC) at the Arab Academy for Science and Technology and Maritime Transport is dedicated to helping AASTMT students and alumni navigate their career paths. From your first day as a freshman, the CDC provides resources and hands-on learning experiences to help you identify

your interests, skills, and values, ultimately making you an exceptional job candidate. More than just job placement, the CDC partners with students, alumni, employers, faculty, and the wider community to ensure you develop a career that aligns with your unique talents and ambitions. No matter where you are in your career planning, the

CDC offers a wealth of support to guide you from university life into the professional world. The CDC prepares students for the labor market through workshops, mentoring, employer partnerships, and job placement opportunities, facilitating a smooth transition to employment.



5.6 Prayer Rooms

AASTMT is dedicated to fostering equality and diversity, acknowledging that faith plays a significant role in the university experience for many staff and students. To support this, a variety of facilities and protocols are in place, enabling individuals to effectively

balance their academic and professional commitments with religious observances. Prayer rooms are available on all campuses.

Specifically, the dining room for international students offers a versatile space that can be utilized for small meetings,

meditation, and prayer. Additionally, the Abu Qir Campus features a Muslim Prayer Facility, providing spacious prayer areas for both men and women. This facility is readily accessible to all university staff and students.



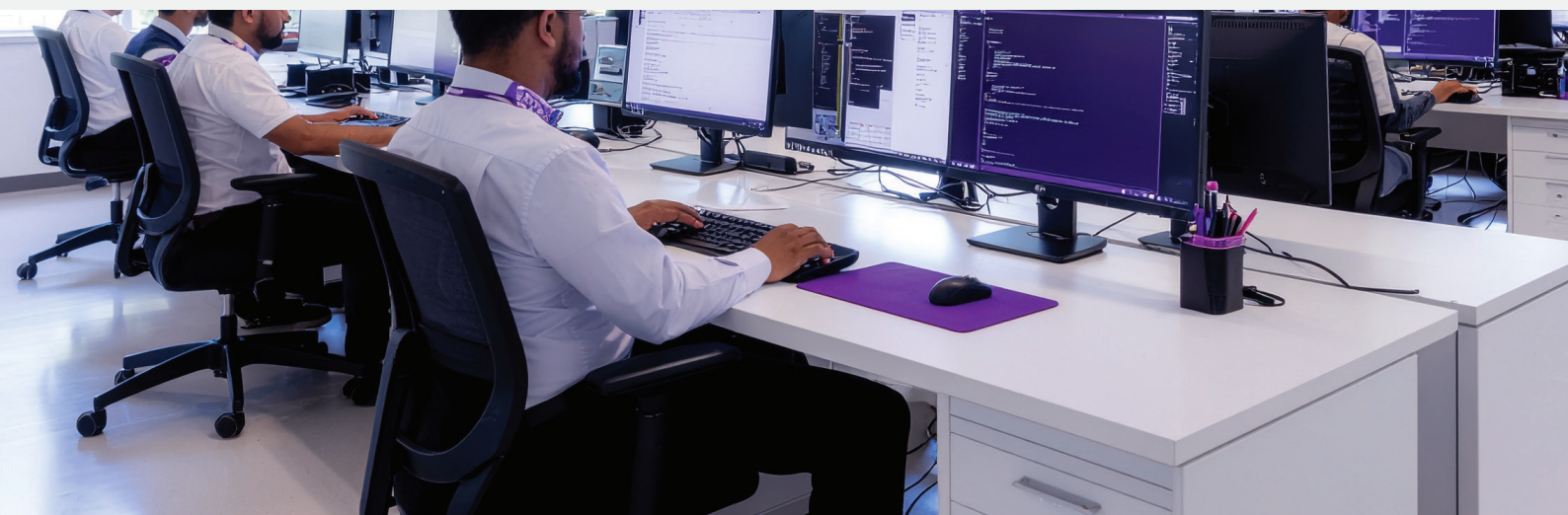
5.7 Computer Laboratories

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meditation, and prayer. Additionally, the Abu Qir Campus features a Muslim Prayer Facility, providing spacious prayer areas for both men and women. This facility is readily accessible to all university staff and students.





5.8 Recreational and Sports Facilities

Students have access to sports complexes, fitness centers, and recreational activities that support physical well-being and community engagement. Gym – courts football-swimming pools.



5.8.1 Cultural and Social Activity Department

The Department of Cultural and Social Activity, under the Deanship of Student Affairs, is dedicated to offering students diverse opportunities to engage in, cultivate, and refine their interests and hobbies. Its mission is to enhance youth awareness and foster the comprehensive development of university students' personalities.

The department is responsible for sponsoring and overseeing

all cultural and social initiatives, ensuring a supportive environment and providing necessary resources through carefully designed programs. These programs aim to instill a sense of responsibility and belonging in students, while also broadening their experiences across various domains to aid in personal growth and development.

Activities within this department encompass a wide

range of engagements, including trips, camps, recreational group activities, social gatherings, and entertainment competitions. It also organizes various contests such as chess tournaments and the "ideal student" competition, alongside facilitating field visits, seminars, and introductory conferences for students.



Engaging in student activities, both on and off campus, is crucial for preparing young individuals for their professional lives post-graduation. Through active participation in these extracurricular pursuits during their university years, students acquire diverse skills. These skills are instrumental in maturing their personalities and expanding their understanding of the world beyond academia, enabling them to confidently interact with society. Such

activities include internal exhibitions, workshops, external excursions, and community-focused initiatives. The department Objectives include:

- To guide and support students in discovering, nurturing, and developing their abilities, talents, and interests.
- To refine and enhance students' inherent talents.
- To provide students with avenues for participation in cultural, artistic, and social events.

- To organize celebrations for national and religious holidays, as well as host various cultural seminars and lectures.

- To establish community-oriented activities and motivate students to engage in voluntary initiatives and charitable endeavors.

- To facilitate student participation in cultural and artistic activities and competitions at other universities, in collaboration with the Academy's faculties.



5.8 Residential Halls/ Student Housing

There are 6 student hotels within Abu Qir campus, providing 4 stars accommodation along with restaurants. Single and double rooms are available with the highest standards, and are maintained by professional staff. There is a separate hotel for girls on the campus as well. Within the Alamein branch, there are 69 rooms (Single Room, Double Room, Triple Room) in Academy-owned or Academy-run student residences or rooms made

available to students through a partnership in the city for which an agreement is mandatory in the most recently available academic year (12 month period).

Student housing plays a crucial role in the overall well-being and academic success of Academy students, particularly those studying away from their home countries. A stable and comfortable living environment contributes significantly to psychological stability and the achievement of educational

goals.

In its continuous effort to foster an optimal student experience, the Academy provides university accommodation for both international students and those on scholarship.

5.9.1 Student Housing Objectives:

- To house students in strict adherence to established regulations, policies, and guidelines.
- To provide comfortable accommodation, ensuring administrative oversight and support, thereby promoting a calm and psychologically stable environment for students.
- To create an atmosphere conducive to dedicated study, research, and academic excellence, enabling students to become valuable contributors to society.
- To engage students' leisure time through constructive, diverse, and purposeful programs and activities.
- To assist in the development of students' personalities and to cultivate their talents.
- To offer support and care to students facing economic, social, or psychological challenges.
- To foster a sense of community and enhance interaction among students within university housing.



5.9.2 Services Provided by the Student Housing Department:

The Student Housing Department, under the Deanship of Student Affairs, offers a range of services to its residents:

- Round-the-clock specialized supervisory staff.
- Dedicated study areas within the housing facilities.
- Transportation services between housing and colleges (especially for female residents).
- A specialized maintenance unit.
- Activity rooms.
- Gymnasiums.
- Common areas (breaks).
- A chapel.
- A cafeteria.
- Accessible rooms for students with special needs.

5.9.3 Programs Offered by the Student Housing Department

The Student Housing Department organizes various programs for residents:

- Orientation and reception for new students entering housing.
- Intramural sports leagues, including Football and Table Tennis.
- Encouraging participation and achievement in cultural competitions.
- Facilitating attendance at sports activities and federation championships.
- Implementing a variety of cultural and social programs within student housing premises.



5.10 Dining Services

At AASMTMT, comprehensive catering services are provided. These services extend to students residing in AASTMT accommodation dorms, as well as to staff and visitors on campus. The Abu Qir campus specifically offers catering to all residential students.

Furthermore, the Alexandria campus features a selection of restaurants and cafeterias, which operate throughout the week, providing both meals and snacks. These establishments also offer catering services for special events. A core objective

is to ensure a diverse menu, excellent service, and a high-quality dining experience for all.

Students residing in the Academy's hotel on campus receive three meals daily for the duration of their stay. Overall,

AASTMT is committed to delivering a wide variety of food options, exceptional service, and a superior dining experience to its students, staff, and visitors across its campuses.



5.11 Health Services

The Medical Services Department at AASTMT aims to uphold the well-being of each individual within its community. It strives to be a leading provider of student healthcare, fostering exceptional human relations and professional expertise through a dedicated team of doctors and nurses who adhere to the highest ethical standards. The goal is to create a healthy

environment that supports the success of the educational process. In collaboration with top external medical institutions, AASTMT leverages the latest resources efficiently and effectively to enhance healthcare services. To facilitate an uninterrupted educational process, the Academy has established comprehensive clinics across its various campuses. These

facilities are dedicated to offering superior healthcare and medical services to students, faculty, and staff. Each clinic is staffed with top-tier specialists, consultants, and nursing professionals, covering a full spectrum of medical disciplines, and equipped with state-of-the-art diagnostic and therapeutic technology.

To facilitate an uninterrupted educational process, the Academy has established comprehensive clinics across its various campuses. These facilities are dedicated to offering superior healthcare and medical services to students, faculty, and staff. Each clinic is staffed with top-tier specialists, consultants, and nursing professionals, covering a full spectrum of medical disciplines, and equipped with state-of-the-art diagnostic and therapeutic technology.

Significant enhancements have been made in specific areas, such as the dental clinic. This facility now boasts a new, cutting-edge dental unit, complete with integrated radiation capabilities. Furthermore, advancements in ocular specialization equipment

have been introduced to elevate the quality of patient care. To optimize efficiency and ensure the provision of high-quality, effective treatment, AASTMT medical clinics at all locations utilize a barcode system for pharmaceutical management.

This system streamlines the dispensing of essential medications, saving time and effort for students and staff. Additionally, the clinics are supported by a modern ambulance service, specifically acquired for the swift and safe transport of emergency cases.



5.12 Orientation

New students are welcomed through structured orientation programs that introduce them to academic regulations, institutional culture, and support services, facilitating their integration into AASTMT.

The Academy organises a

programme for new students at the beginning of each semester which aims at familiarising them with the education system and plans, course registration procedures, grading system, accommodation facilities, as well as their rights and

responsibilities. This programme also aims at familiarising students with the various work opportunities available for the majors they choose to join.



6. ELECTRONIC FACILITIES

6.1 Guidelines for the Proper Use of Electronic Facilities

These guidelines ensure the responsible usage of the college's electronic facilities and resources.

- Facilities are provided for academic and research purposes. Usage of facilities for personal purposes is strongly prohibited.
- Access is restricted to registered students, faculty and staff.
- Food and beverage is restricted in labs and near any electronic device.
- Usage of electronic equipment is allowed only during working hours and in the presence of a faculty attendant.
- Permission of the lab attendant must be obtained

before printing or saving any material.

- Equipment should not be moved from its designated areas.
- Technician help must be sought before using equipment in Radio studio, T.V studio, the Plateau, multimedia lab, photography studio or computer lab.
- Cleanliness, order and proper usage should be maintained at all times.
- Damage, vandalism or unauthorized modification of facilities is strongly prohibited.
- Usage of unlicensed material on any electronic device is prohibited.
- Usage of labs and

meeting rooms should be reserved through assigned faculty members.

- Compliance with health and safety rules is required at all times.
- Copyrights of intellectual property must be respected at all times.
- The college has the right to monitor the use of its electronic equipment to ensure compliance with these guidelines.
- Violations of any of the above mentioned rules may result in disciplinary actions.



6.2 CLC Electronic Facilities

6.2.1 Computer Lab

New students are welcomed through structured orientation programs that introduce them to academic regulations, institutional culture, and

support services, facilitating their integration into AASTMT.

The Academy organises a programme for new students at the beginning of each semester which aims at familiarising them with the education system and plans, course registration

procedures, grading system, accommodation facilities, as well as their rights and responsibilities.

This programme also aims at familiarising students with the various work opportunities available for the majors they choose to join.



In collaboration with computing services, this lab provides a safe networking environment for students to develop practical skills. It offers foundational networking training with special hardware and software to support basic and intermediate applications for both undergraduate and postgraduate courses.

The lab is equipped with the following important software:

- **Computer-Assisted Translation – CAT Tools (SDL Trados)**

SDL Trados Studio 2017 Professional is a versatile translation software for desktops and servers. It features powerful translation memory technology and a self-learning machine translation engine to help students translate faster and more efficiently. Designed to scale for students, it also includes robust quality and security features.

- **Online Translation Software**

The CLC lab offers a top-tier online language translation software with a flexible licensing system. This allows any computer to function as either a teacher or student station, or an independent study terminal, enabling flexible, simultaneous classes anywhere within the institution. This multi-room setup maximizes the use of teaching resources and schedules. This package

comes complete with various engaging activities such as:

- Live professional audio quality
- Examination mode
- Multiple mixed-ability groups
- Automatic voice insert technology
- Text-to-speech technology
- Consecutive and simultaneous Interpreting

THE CLC COMPUTER LAB IS ALSO EQUIPPED WITH A NUMBER OF OTHER PROGRAMS NECESSARY FOR WORKING ON MEDIA PROJECTS.



• PHOTOGRAPHY STUDIO

The photography studio at CLC serves as a versatile workspace for a wide range of student media projects. Equipped for both photography and video, its grey walls are ideal for managing lighting and color values, and students can easily use Chroma fabrics for shoots. The studio also provides high-quality equipment, such as two sets of lights with different temperatures, along with diffusers and reflectors, to help students achieve any desired effect.

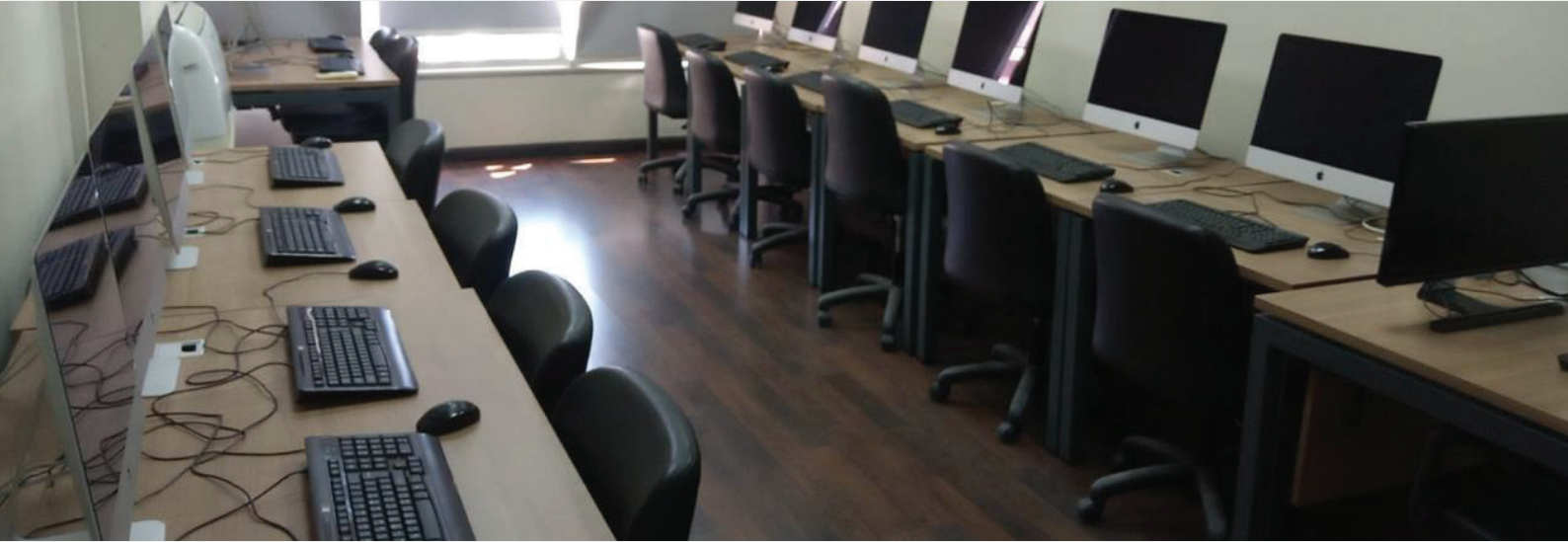
For audio capture, the studio offers a selection of high-quality microphones, including clip, boom, and handheld mics. Visual media production is supported by Canon 7D cameras, which are available for shooting high-quality images and videos. These cameras are paired with user-friendly, heavy-duty tripods, making them accessible to students. Technically, the studio is designed to facilitate the creative process from shooting

to post-production. It features a high-definition television that provides an accurate display of student work and is connected to two iMac devices. These iMacs are equipped with the latest Adobe applications, enabling students to edit their videos and photos to the highest possible standards. The quality sound system further ensures that the audio levels are appropriate for media production.



- **CLC MULTIMEDIA LAB**

The CLC Multimedia lab is a multi-purpose editing space for students to complete post-production work. It is equipped with high-performance Apple iMac Pros, which feature the latest versions of Adobe products and Apple's Final Cut Pro software.



- **THE PLATEAU**

The CLC Multimedia Lab is a dedicated editing space designed for students to complete post-production tasks. This multi-purpose lab is outfitted with powerful Apple iMac Pro computers, which come pre-equipped with current versions of professional software, including Adobe Creative Cloud applications and Apple's Final Cut Pro.



- **RADIO & TV STUDIO**

The studio is a high-tech facility with various artistic and technical features for TV and documentary production. It includes specialized lighting and shooting tools, soundproofing, and advanced electrical systems, all designed to meet the demands of television production in different sized spaces.



7. GUIDELINES FOR STUDENT-RUN MEDIA

The AASTMT acknowledges that student-run media constitute a valuable aspect of academic life since it allows students to be creative and serves as a platform for open and constructive communication. Thus, Regulations concerned with student-run media are necessary to ensure that the legal and constitutional rights of all parties associated with it are protected. Such media include but are not limited to radio and television programs or stations, student newspapers, student generated websites or other social networking sites linked in any way to the AASTMT technology infrastructure or using the its resources, trademarks, logos or brands.



7.1 General Rules

- Compliance with institutional policies

All student-run media activities must adhere to the AASTMT's policies, regulations, and codes of conduct, as well as applicable local and national laws.

- Responsible use of resources

AASTMT's technology, resources, trademark, logos and brands may only be used with the prior authorization and only for purposes that comply with its educational mission.

- Editorial and

Accountability

Students are strongly prohibited from publishing or broadcasting any defamatory, discriminatory or other such content that constitutes a violation of institutional or legal standards.

- Respect for community standards

Students are strongly encouraged to include material that reflect the values of respect, integrity and inclusivity and must avoid content that reflects negatively on the AASTMT

values or that may cause harm to individuals or groups.

- Oversight & Approval
All content should be registered with the appropriate AASTMT office, which reserves the right to ensure compliance with the above stated guidelines.

The university reserves the right to remove or restrict student media access to on-line and electronic material if the content is found to be inappropriate or inaccurate.





7.2 Guidelines for Radio/ Televisions Programmes or Stations

- Content should mainly focus on communicating and celebrating AAST&MT's mission, vision, pillars, core values and educational offerings.
- Students should adhere to professional standards of accuracy, objectivity, and fairness, including verifying all facts and the accuracy of quotations.
- Content should follow professional standards and avoid illegal speech, such as libel or misquoting.
- All work must be properly attributed. Plagiarism, fabricating information, or knowingly publishing false information is strictly prohibited.
- Content should comply with social and national values.
- Intellectual property rights must be respected by obtaining the needed permissions or licences from property owners.
- For interviews you must get permission from the AASTMT concerned office as well as informed consent from all participants.
- Material depicting illegal activities or promoting anti-social attitudes are strongly prohibited.



7.4 Guidelines for Student Generated Websites/ Social Networking Sites

Content should comply with social and national values.

- Content should mainly focus on communicating and celebrating AAST&MT's mission, vision, pillars, core values and educational offerings.
- Content should follow professional standards and avoid illegal speech, such as libel or misquoting.
- Students can be held personally liable for content they post that violates laws related to defamation, harassment, or other protected categories.
- Negative or derogatory comments or similar, regarding any member of the AAST&MT Community or the wider community is strongly prohibited.
- The privacy of all AAST&MT and community members is to be protected by ensuring that their confidential information is not disclosed.



8. CODES OF CONDUCT

The purpose of the student code of conduct is to outline behavioral and attitude expectations for AASTMT. The student code of conduct sets specific expectations for student behavior, identifies behaviors prohibited at the university, and describes the overall process and stated procedures for addressing allegations of student code of conduct violations, as well as the possible consequences for students who violate these standards.



8.1 Dress Code

All students are required to adhere to an appropriate dress code while on the AASTMT campus. This includes avoiding attire such as shorts and ripped jeans, and any other clothing deemed inappropriate that violates AASTMT's dress code standards, the ethical considerations, and traditions of the community, consistent with the Academy's vision and regulations.

8.2 No Smoking Regulations

Smoking (including cigarettes, electronic vape cigarettes, etc.) and wearing inappropriate attire are strictly prohibited on campus premises. Violations of this policy will result in the following financial penalties, deducted from the student's insurance:

- First Offense: A deduction of \$25.
- Second Offense: A deduction of \$50.
- Third Offense: A deduction of \$100.
- Fourth Offense: In the event of a fourth violation, the student will be referred to the Student Affairs Committee for a formal investigation and the imposition of suitable disciplinary action.

8.3 Conduct Violations

The Student Conduct Regulation includes the principles and rules that the student must adhere to, as well as the penalties imposed on the student if he/she commits any of the behavioral violations.

A violation is any action committed by a student and is

considered to be a breach of the AASTMT's rules, regulations and instructions. This includes violations of order and public decency, disruptions of educational, training or examination processes, and any other act that jeopardizes the welfare and safety of students, employees, and staff members. Generally, this covers any transgression on part of the students, including:

- Any action that disrupts the educational process in the AASTMT.
- Any action involving religious disputes, threatening the dignity of others, posing a threat to modesty, and disrupting general peace at the AASTMT and its facilities. It can also be an act discriminating against people

based on their religion, race, color, etc., in addition to all attempts of influencing employees by intimidating or enticing them.

- Tarnishing the reputation and status of the AASTMT and those who belong to it in any manner through actions or words in or out of campus.

- Any action that is verbally or physically offensive to the AASTMT members, such as employees, staff members, students as well as representatives of companies or organizations affiliated with the AASTMT.

- Preventing the execution of any programs or activities on or off campus, or any of the AASTMT facilities directly or indirectly.

- Damaging, destroying, defacing or misusing AASTMT property, facilities or student

dorms, including all mobile and fixed property such as buildings, furniture, and equipment inside scientific centers, classrooms, and laboratories. This includes educational resources, maps, the content of the central library and its branches, playgrounds, gardens, showrooms and building annexes. This applies to all means of transportation in the AASTMT as well. In addition, it covers any action or attempt that negatively affects the property of others inside the AASTMT.

- Possession or acquisition of weapons including firearms, cold weapons, sonic weapons, etc., even if the owner presents required license, as well as other tools that can be used for attacking others. This includes as well possessing explosive or inflammable substances, and

carrying out any action that threatens safety and security in the AASTMT.

- Possession or consumption of any kind of narcotics, prohibited drugs or similar substances as well as any type of alcoholic beverages or any similar drinks and possessing or distributing counterfeit local or foreign currency by any means.

- Students' refusal to take a drug test, be it a random check for all students, an admission requirement, or a standard procedure of the College of Maritime Transport and Technology. Refusal to take the test is an equal legal presumption of the positive result of the sample.

- Possession, distribution or sharing of any obscene materials that violate community standards in any form whether visual or audible.





- Being in charge of or taking part in the organization of meetings, conferences, or demonstrations in any form; issuing releases, newspapers, magazines or distributing, selling or buying them; collecting donations and individual or group signatures; distributing or sharing any piece of news that shall harm the AASTMT, its students, its employees, or the Arab League member states via different media channels (audible, readable or visual), social media or through creating websites on the internet for related purposes without obtaining an official written authorization from the competent authority at the AASTMT or from staff members.
- Participating in any political activities or joining a political party, thus undermining the objectivity and independence of the AASTMT.
- Stealing, or attempting to, inside the AASTMT, whether items such as money, equipment, tools, devices, etc. or scientific or intellectual property (research papers, books, graduation projects,

assignments, plagiarized content, etc.)

- Forgery of official documents issued by the AASTMT and those circulating on its premise or any other related documents. In addition, forging stamps or attaining documents illegally.
- Inviting over an outsider to the AASTMT to impersonate a student in a lecture, a quiz or an exam or any other form of evaluation.
- Violating the code of conduct or instructions during lectures, sections, meetings, conferences, seminars or any similar event or attempting to disrupt them by any means.
- Any violation of the regulations of the Student Affairs, such as benefiting from the services offered by the AASTMT without paying their due fees (student dorms – restaurant – gymnasium – transportation, etc.).
- Recording or attempting to record lectures (audio or video recording) using traditional or high-tech devices without the consent of the lecturer.
- Any hacking attempt on

the AASTMT website or the websites or social media pages of its colleges, deaneries, institutes, scientific centers, or the accounts of the AASTMT staff members, employees and students.

- Instigating violence and aggravating conflicts by any means and any action that shall threaten the security of the AASTMT.
- Modifying, changing or transferring equipment and resources in any of the AASTMT facilities without obtaining an official approval from the competent authority.
- Traffic violations, reckless driving and any violation of the security rules and regulations on the AASTMT premises.
- Being sentenced for criminal charges or being imprisoned for crimes involving immorality or dishonesty.
- Performing any action that shall negatively affect the reputation and the status of the AASTMT as one of the specialized Arab organizations affiliated with the Arab League.

9. ACADEMIC INTEGRITY

Students must respect the academic rules regarding sharing and using information. It is an academic and ethical duty to obtain permission for such activities

Students are expected to uphold academic integrity by being honest and ethical in acquiring and presenting knowledge, and by documenting original sources, which includes avoiding plagiarism, fabrication, and dishonesty. Students are to adhere to rules regarding exams, avoid misconduct like cheating or impersonation, and follow the instructions of college officials to foster a secure academic environment and maintain the reputation of the AASTMT. Violations can lead to significant penalties, including failing grades, forced withdrawal, or even final expulsion.



9.1 Academic Work Standards

9.1.1 Student Expectations for Academic Integrity

- **Honesty and Integrity**

Students are expected to act ethically and honestly in all academic work, including the collection, analysis, and reporting of data.

- **Respect for Sources**

Students must correctly cite and acknowledge the work of others, giving proper credit and avoiding plagiarism.

- **Adherence to Regulations**

Students must follow the specific rules and regulations set by AASTMT for academic work and examinations.

- **Dignity and Behaviour**

Students must conduct themselves responsibly, respect the rights of others, and avoid any form of harassment, intimidation, or disruptive behavior.

9.2 Forms of Academic Misconduct

Students are expected to present their own work and to avoid any form of academic misconduct, such as:

- **Cheating:** Using unauthorized materials or

devices.

- **Plagiarism:** Presenting others' work as your own.

- **Fabrication:** Falsifying data or sources.

- **Collusion:** Working with others on individual assignments or sharing answers without permission.

9.3 Policy on Plagiarism

Plagiarism, defined as the presentation of another's ideas, words, or research as one's own, is considered a grave academic offense by AASTMT and will not be tolerated. Proper attribution and citation of all sources are mandatory, even when paraphrasing or rephrasing the work of others. Students found guilty of plagiarism will face disciplinary action.

Upon an instructor's determination of suspected plagiarism, a fair and systematic process will be initiated:

- **Opportunity for Explanation:** The student will be afforded the opportunity to present their explanation before the AASTMT academic Committee.

- **Penalty Determination:** Should plagiarism be

confirmed, appropriate academic penalties will be imposed.

- **Official Notification:** The student will receive an official letter detailing the decision and its corresponding implications.

- **Exoneration:** If the student is not found guilty of plagiarism, all charges will be dismissed.

- **Re-evaluation:** The instructor will then re-evaluate the student's work impartially and assign a final grade for the course.

9.4 Consequences of Violations

Violating the AASTMT's Code of Conduct can result in disciplinary action, including:

- **Receiving a failing grade in the course.**

- **Forced withdrawal from the course with a "W" grade.**

- **Dismissal from the Student Affairs Committee for consideration of expulsion.**

- **Final expulsion from the academy.**

- **A failing grade in all registered courses for that term and being referred to the Student Affairs Committee.**



10. STUDENT DISCIPLINARY POLICIES

10.1 Disciplinary Policy

AASTMT expects students to conduct themselves as responsible individuals, respecting the rights of others. All members of the AASTMT community have a strong responsibility to protect and maintain an academic climate in which the fundamental freedom to learn can be enjoyed by all. To this end, The Academy's Code of Conduct and disciplinary procedures have been established.

Conduct at AASTMT or in direct connection with any college or college-related activity violates the code whenever it is detrimental to the security, personal safety, or welfare of the members of the college community, damages or potentially damages college or individual property or facilities, or otherwise opposes the college's interests. The following acts will not be tolerated at AASTMT and subject the offender to

disciplinary action.

10.1.1 Prohibited Conduct

- Knowingly furnishing false information to the college
- Forgery, alteration, or misuse of college documents, records, or identification
- Interference with, obstruction of, or disruption of the teaching or learning process, administration, or any other authorized college activity
- Violation of the college's policies against unlawful harassment and discrimination or of its other important policies for compliance with laws governing such actions
- Causing injury or physical harm to or abusing any member or guest of the college community
- Theft, defacing, or damage to any property of the college or to the property of any member or guest of the college community
- Unauthorized entry into or use of college facilities

- Violation of the country's law on college-owned or -controlled property or at any college-supervised function
- Possession, distribution, or use of illegal drugs on college property or at college-sponsored activities or events
- Possession, distribution, or use of alcohol on college property or at college-sponsored activities or events
- Possession or use of firearms, explosives, dangerous chemicals, or other dangerous weapons on college property or at college-sponsored activities
- Unauthorized residence in college-owned or college-controlled property
- Violation of the college's residence agreements, rules, or other policies, including
 - Acts or threats of intimidation or harassment
 - Attempting, soliciting, assisting, or inciting another to

perform an act which violates the Code of Conduct

- Failure to comply with the direction of college officials acting in the performance of their duties

10.2 Appeal Procedures and Grievances

This Grievance and Appeals Policy outlines a structured approach for staff members to address workplace concerns and human resource issues. Its purpose is to ensure all complaints are handled efficiently and constructively, promoting a healthy and worry-free work environment. The policy applies to all academic and non-academic staff for work-related matters, staff rights, and pay appeals, but not ethical misconduct, which is covered by other policies.

The policy emphasizes an informal approach first, encouraging resolution through one-on-one discussions, facilitation, and mediation. If an informal resolution isn't found, a formal grievance process can be initiated. Key principles include the option for time limit extensions, joint grievances for common issues, and the ability to withdraw a grievance.

10.2.1 Key Definitions

- **Grievance:** A claim that a published policy has been violated regarding a staff

member's treatment (actions, behavior, pay, or rights) that is considered unfair, disadvantageous, wrong, or inadequate.

- **Appeal:** A request to reconsider a decision made about a grievance.

10.2.2 Grievance Procedures

- **First Level Resolution (Facilitation):**

- Staff members must first attempt to resolve the grievance through direct discussion with the involved parties.

- They must verbally inform their immediate supervisor (or the supervisor's line manager if the grievance is against the supervisor).

- A Human Resources representative can facilitate these discussions.

- A verbal response is expected within 10 working days.

- **Second Level Resolution (Mediation):**

- If the staff member is dissatisfied with the first-level response (or lack thereof), they must inform the Director of Human Resources.

- The Director of Human Resources will arrange mediation with independent and neutral mediators within five working days.

- **Third Level Resolution (Hearing Committee):**

- If the grievance remains unresolved after mediation, the Director of Human Resources will refer it to a randomly formulated Hearing Committee.

- The committee's recommendations are binding.

10.3 Grievance Appeals

Staff can formally appeal the grievance outcome within ten working days of notification by writing to the next level of management. The appeal will typically be heard within ten working days.

10.4 Roles and Responsibilities

- **Staff Members:** Expected to foster open communication, be aware of their conduct, avoid inappropriate behavior, and cooperate in investigations.

- **Line Managers and Supervisors:** Responsible for acting as role models, responding positively to complaints, addressing unacceptable behavior, and managing underperformance through constructive feedback.

- **Deanery of Student Affairs:** Advises on policy application, ensures consistency, monitors all formal grievances, and provides guidance to all parties involved. The Deanery must be notified of all formal grievances.



11. SAFETY MEASURES

To ensure a safe and secure environment within AASTMT laboratories and practical work areas, all users must strictly adhere to established safety protocols. These guidelines encompass Personal Protective Equipment (PPE) utilization, chemical handling, hazardous material storage, fire prevention, and general operational procedures.



11.1 General Safety Protocols

- **Adherence to Instructions:** Users are strictly prohibited from conducting unauthorized experiments or deviating from approved lesson plans or research protocols without explicit authorization from supervising personnel.

- **Reporting Incidents:** All spills, damaged equipment, or safety concerns must be reported immediately to the instructor or supervisor.

11.2 Cleanliness and Maintenance

- **Workspace Maintenance:** Maintain a clean, organized, and clutter-free workspace to prevent accidents such as spills, slips, and falls.

- **Prohibited Items:** Eating, drinking, chewing gum, and applying cosmetics are strictly forbidden within all laboratory and practical work areas.

- **Cable Management:** Ensure all cables are neatly coiled and positioned to avoid creating trip hazards in walkways.

- **Equipment Security:** All

equipment, including sets, lighting, and specialized apparatus, must be securely fastened to prevent accidental falls.

11.3 Chemical and Hazardous Material Management

- **Chemical Handling:** Never taste or directly smell chemicals. Always follow proper procedures for handling and dispensing.

- **Hazardous Material Storage:** Store all hazardous materials correctly in clearly marked, approved containers within designated storage areas.

- **Emergency Procedures:** Be familiar with emergency procedures for chemical spills and fires, including the location and proper use of safety equipment such as fire extinguishers and eyewash stations.

11.4 Personal Protective Equipment (PPE) and Personal Safety

- **Mandatory PPE:** Always wear appropriate personal protective equipment, including safety goggles, lab coats, and suitable gloves.

Additional PPE, such as face protection and hard hats, must be worn when specific tasks require them (e.g., when handling hot lights or in designated zones).

- **Glassware Inspection:** Before use, always inspect glassware for chips, breaks, or any visible flaws.

- **Safe Lifting Practices:** When lifting heavy objects, bend at the knees, maintain a straight back, and utilize leg muscles to prevent injury.

- **Equipment Checks:** Regularly inspect and test all electrical and other operational equipment to ensure proper functionality and safety.

11.5 Supervision and Discipline

- **Supervised Access:** All practical work and laboratory activities must be conducted under the direct supervision of qualified media center staff or academic personnel.

- **Studio Discipline:** Adhere to established rules for equipment storage, waste management, and maintaining overall studio discipline.

12. STUDENT RECORDS, AND PRIVACY PROTECTIONS

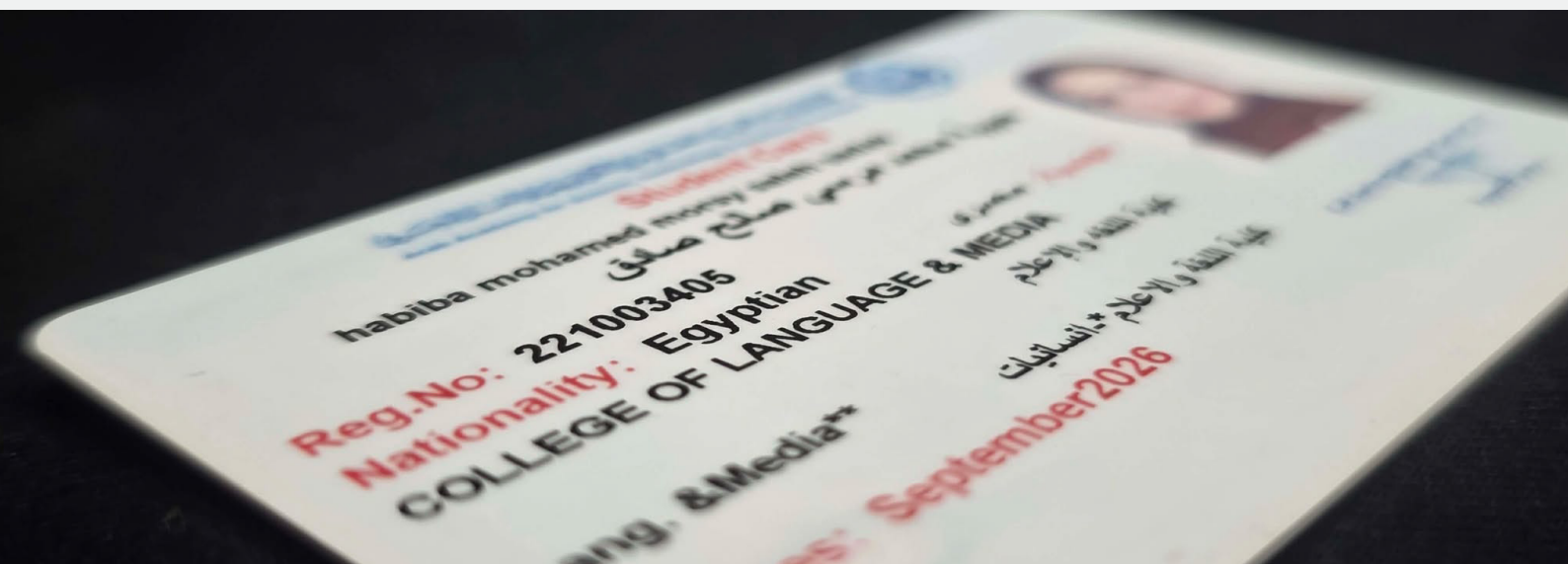
AASTMT maintains a student directory containing essential information such as name, contact details (address, email, phone), photographs, academic program specifics (degree, field, years of study, class), and involvement in recognized activities and sports. Students are obligated to ensure the accuracy and currency of their directory and emergency contact information.

The AASTMT primarily utilizes email for official communications, or regular mail to the address registered with the Registrar. Students are accountable for any late fees or administrative actions resulting from a failure to respond to these communications.

Students can update their address information through the student portal. International students are also required to provide a permanent address from their country of citizenship.

Name change requests must be submitted to the Office of Admission and Registration, either online or in person. This applies to international students as well, who must also provide international ID documents. Graduating students must submit name change requests at least two months before their official graduation date.

The legal name of the student, as recorded in their student file, will appear on official transcripts, college identification cards, and all official AASTMT documents.



12.1 Review and Amendment of Educational Records

All current and former AASTMT students are entitled to review their educational records, in accordance with AASTMT policies. Students should be mindful of the risks associated with sharing personal information from their educational records. Parental financial statements are confidential; their release to the student requires parental consent and will be provided upon request.

If a student believes their educational record is inaccurate, they have the right to request an amendment. This process involves identifying the specific inaccuracy to the Office of the Registrar and providing justification for the requested modification.

12.2 Release of Students' Academic Records

AASTMT administrative, supervisory, or academic officials may access student records without prior student consent.

Student educational records may also be disclosed without prior written consent under specific circumstances, including:

- Applications for or receipt of financial aid.
- To accrediting organizations for accreditation purposes.
- To "appropriate persons," including parents, during health and safety emergencies.
- In response to a judicial order.

Semester Results

Course Code	Course Name	Attendance
COM230	Introduction To News Reporting	8.9
COM231	Principles Of Design	6.7
HUM220	Modern Arab History	6.7
COM234	Integrated Marketing Communication	4.4
COM235	Communication Theories	0
HUM225	Cinema & Fiction	2.2

Semster Achievement

13. ACADEMIC POLICES

AASTMT uses the credit hour system, a modern educational approach common in international universities, and was a pioneer in adopting it in the Arab world.

Each semester (Fall and Spring), AASTMT sets the number of students it will accept into different majors and any specific requirements for those majors. Acceptance is based on policies from the Supreme Council of Education Affairs, passing admission exams, and meeting pre-admission conditions.

13.1 Admission Requirements

Prospective students seeking

admission to CLC, whether entering directly into the first semester or transferring from other institutions, must fulfill specific admission criteria.

- For School Graduates
Applicants who are high school graduates should review the national and AASTMT-specific admission requirements, which include:
 - Possession of a high school certificate or an equivalent qualification.
 - Egyptian applicants must be no older than 22 years of age at the commencement of classes.
 - Male Egyptian

applicants are required to declare their military conscription status.

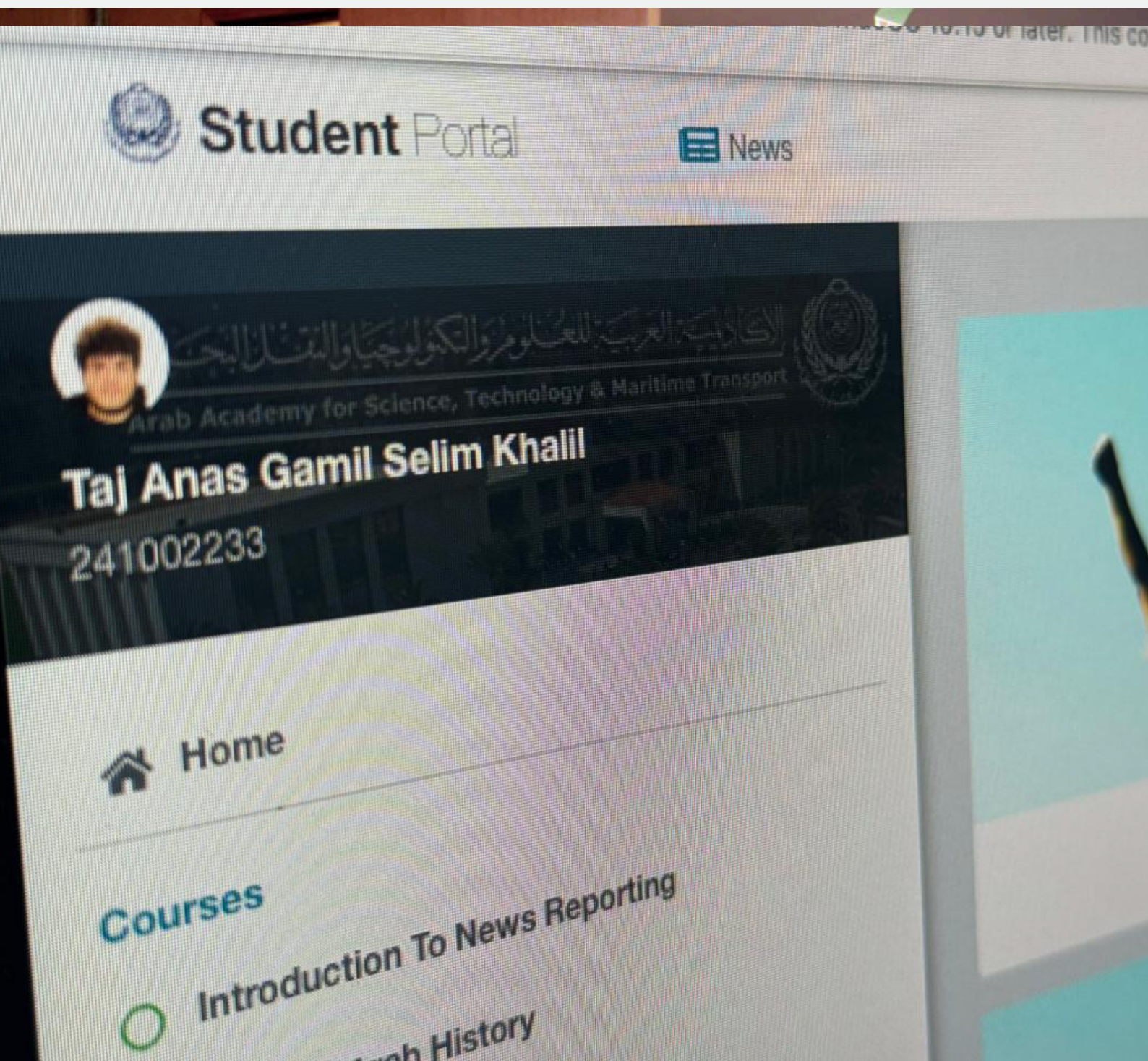
- All applicants intending to enroll in any AASTMT major must sit for the English language placement test. Students must have successfully completed a national high school certificate, American Diploma, IGCSE, Abitur, French Baccalaureate, or International Baccalaureate with the minimum required score, detailed on the AASTMT admission website: http://www.aast.edu/en/admission/contenttemp.php?page_id=54600003.

The Cambridge English Placement Test (CEPT) is an online adaptive assessment covering reading, language use, and listening. A comprehensive description of the test, along with preparation resources including a demo test, is available via the following links: <https://aast.edu/en/colleges/placement-test/> and https://www.metritests.com/metricatestdelivery/Assessment/Assignment?test=cept_demo.

AASTMT utilizes The Common European Framework of Reference for Languages (CEFR) to evaluate language skills, providing a report on a six-point scale from A1 (beginner) to C2 (near-native proficiency).

- For Transfer Students: Students transferring from accredited universities, both within Egypt and internationally, must submit their academic transcripts and course descriptions to the

Deanery of Admission. These documents will undergo a curriculum mapping process to align with CLC's course structure and content, based on the credit hour system (AD.01). Regardless of the number of credit hours successfully completed elsewhere, transfer students are required to complete at least 50% of their total credit hours at the transferred AASTMT college. This policy ensures that students complete a substantial



portion of their degree at AASTMT, even if they have more than 50% from a previous institution. Consequently, each AASTMT college has established a maximum duration of study for transfer students, irrespective of prior university attendance. It is important to note that all transfer applicants must also satisfy the general CLC admission requirements mentioned above. The admission staff maintains

institution. Consequently, each AASTMT college has established a maximum duration of study for transfer students, irrespective of prior university attendance. It is important to note that all transfer applicants must also satisfy the general CLC admission requirements mentioned above. The admission staff maintains prompt communication with new applicants via phone to inform them of their

prompt communication with new applicants via phone to inform them of their acceptance, rejection, or any missing documentation.

All essential details regarding student admission and transfer requirements can be found on the Academy's website: https://www.aast.edu/en/admission/contenttemp.php?page_id=54600011.





13.2 Tuition Fees

AASTMT sets tuition fees in US dollars before each semester.

Fees are determined by your secondary education marks (or equivalent) based on current financial regulations.

You must pay tuition fees at the start of each semester; this is essential for completing registration and attending classes. AASTMT may make special payment arrangements for humanitarian cases.

13.2.1 Discount Guidelines

- **High School Discount**
If you achieved 98% or higher in your national secondary school certificate, you might qualify for a discount on your semester tuition fees. The Admission Department will review your grades. This discount applies to all colleges but is not available for students with full scholarships, sponsorships, or transfer students.
- **Siblings Discount**

AASTMT offers a discount for siblings, but it's limited to two family members, regardless of how many siblings are enrolled. This discount is applied automatically once you provide copies of the students' ID cards and birth certificates.

- **When You Can Lose a Discount**
 - **Repeating a Course:** If you have to retake any course due to failing, withdrawing, or trying to improve your grade, you'll pay the full tuition for that specific course, without any discount. You'll need to pay the difference when you register.
 - **Misconduct:** If the Student Affairs Committee finds evidence of student misconduct, they can revoke any acceptance or sports grants you may have received.
- ### 13.3 Financial Aid
- AASTMT offers various scholarships, including partial and full scholarships. Students' status at college will determine the extent to which

they are eligible for financial aid programs. Their enrollments as full-time students are essential in determining their eligibility for financial aid, and the extent to which they can be funded.

13.4 Requirements for Academic Progress

- **GPA:** You must maintain a GPA of at least 2.0 to avoid academic probation.
- **Probation:** Failure to meet academic standards will result in automatic placement on probation.

13.5 Attendance Policy

- **Minimum Attendance:** Students are expected to attend 85% of their classes.
- **Forced Withdrawal:** If your absence exceeds 15% of the course hours without an acceptable excuse, you will receive a forced withdrawal (a grade of "W").
- **Responsibility:** You are responsible for the content of any missed lectures or

assignments.

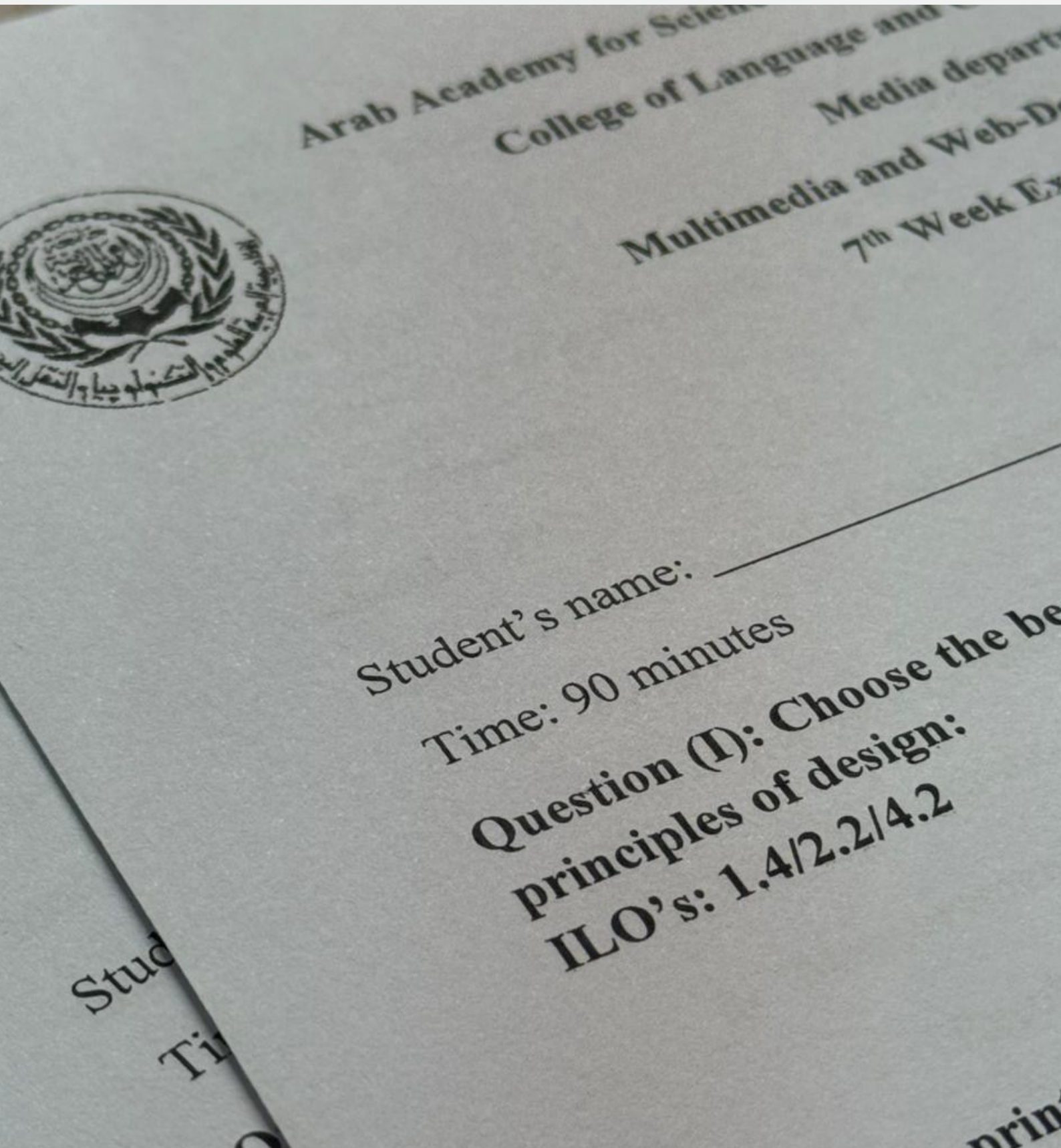
- Medical Excuses
- Approval: Medical excuses must be issued or stamped by the Academy Medical Services Administration. If an excuse covers an exam or coursework,

the report goes to the college after Medical Services approval.

- Absence Calculation: The time specified on an approved medical excuse counts towards your 20% absence allowance (with

excuse).

- Withdrawal from Study: Students cannot officially withdraw from a course after the last day of classes before final examinations.





13.6 Grading Policies

13.6.1 Grade Calculation

Grades are calculated as a Grade Point Average (GPA) by dividing the sum of weighted achieved points by the sum of attempted credit hours.

- Final Grade Breakdown:
 - o 30%: Assessment for the first 7 weeks (exams, assignments). This mark is online by the end of week 8.
 - o 20%: Assessment from week 8 to week 12 (exams, assignments). This mark is announced by academic departments.
 - o 10%: Coursework (discussions, regular attendance, assignments).
 - o 40%: Final

assessment/exam.

- o Passing Condition: To pass the course, your final exam score must be at least 30% of the total exam mark.

- Final Assessment: Each course has one final assessment at the end of the semester, which can be written and/or practical, depending on the course. It covers all course content, except for the "graduation project," where the department council determines and announces the evaluation method.

13.6.2 Grade Codes

- A, B, C: Passing grades.
- D: A conditional passing grade that doesn't count as passing unless students achieve

the proper accumulative GPA, in which case they may need to repeat the course to improve your GPA.

- F: A failing grade.
- I: An incomplete grade, not counted until required work is completed.
- W: A withdrawal grade, which does not contribute to the GPA.

13.6.3 Honor

A graduation degree with honors is granted for a GPA of 2.8 or higher, provided students did not fail any course or receive a grade lower than "C" in any course.

OTHER POLICIES

13.7 Oral Appeals (During Semester)

Students may orally appeal assessment results to their lecturer before final registration. If valid, the lecturer submits a result modification form for review by the course coordinator and approval by the Head of Department (HOD). The HOD files the approved form. Lecturers inform students of the outcome.

Important: Lecturer-entered grades (7th, 12th week, continuous assessment) cannot be changed after the 14th week. Students can check these grades online until the 14th week, which is the withdrawal deadline.

- Written Appeals

Students can submit written appeals for grades from one previous semester, due by the

second week of the current semester. Students initiate this by filling out an appeal form from the department or academic advisor. The department submits the form to the lecturer/course coordinator.

Rejected

Lecturer/coordinator rejects and submits to HOD/program manager.

Accepted

Lecturer/coordinator investigates, documents grade change (before/after), attaches evidence, and submits to HOD for review. The HOD keeps all evidence.

Accepted appeals then proceed through the HOD, Dean, and Vice President for Education and Student Affairs for final review and approval. If approved, the grade is modified on the student's transcript.

- Appeal Timelines

Final Grade Appeals: Must be submitted within two weeks of the final grade announcement.

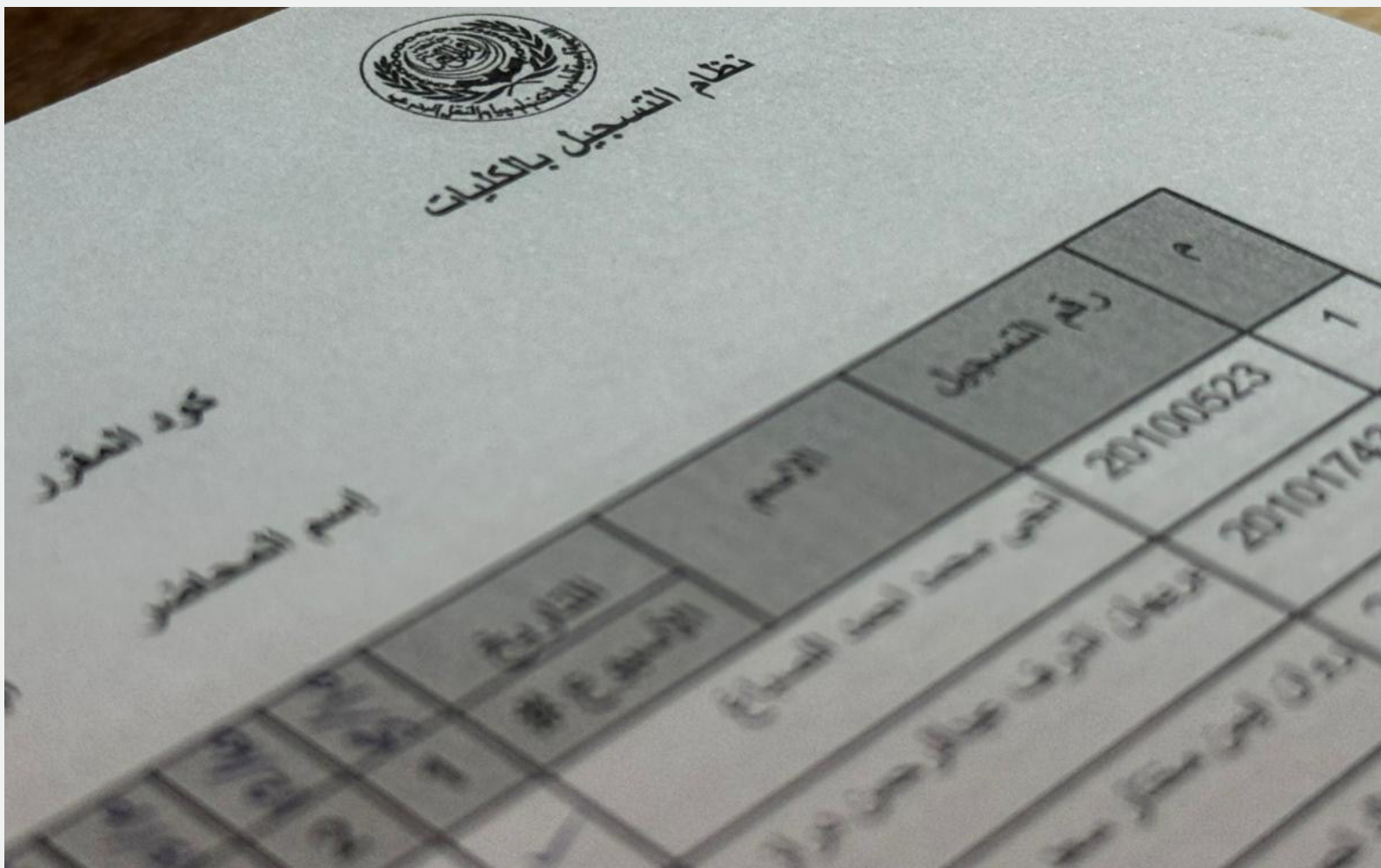
Modification Approvals: All appeal modifications must be reviewed and approved by all parties (lecturer to Vice President) by the end of the third week of the following semester.

- Appeal Analysis

The Vice President for Education & Student Affairs analyzes appeal data each semester to identify trends or recurring issues. Findings are addressed in management review meetings as per the Corrective & Preventive Action report.

13.8 Academic Integrity

Students must abide by the academic integrity rules and display appropriate behavior.





14. STUDENT SERVICES CONTACT INFORMATION

- Admission: 01116445412 - 01116445421- +203 5623926
- Registration: 01206460646
- Admission: E-mail admission@aast.edu
- Graduates What's App: 01012240770
- Graduates: AASTMT.auth@AASTMT.edu
- Graduate Studies: 01220905033
- Mandatory Courses :01220905044
- Tuition fees: 01221928888
- Hotline: 19838

Media Affairs

- Phone: (203)5408383 Ext: 22363
- Fax: (203)5408383

<https://AASTMT.edu/en/contacts/contact-us.php>

The announcement of the admission decision of each phase is declared through the official website of the Academy www.aast.edu

Online Admission:

<https://aastmtic.aastmt.edu/onlineadmission/>

CLC CONTACT INFORMATION

- College Email : clc.alex.info@AASTMT.edu
- College Fax: +203-5567727
- College Mob: 01501231454
- Direct telephone: +203-5567727
- +203-5565429 +203-5481163 ext: 22399

Vice dean for educational affairs: Dr Iman Mahfouz

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Vice Dean for Student Affairs: Dr Marwa Abuelwafa

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Vice Dean for Training & Community Service: Dr Mervat Mahmoud

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Vice Dean for Postgraduate Studies and Scientific Research: Dr Inas Hussein

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Head of Media Department: Dr Bassant Attia

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Head of Language and Translation Department: Dr Marwa Abdelmohsen

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Head of Humanities Department: Dr Sarah Yehia

sara_yahya@aast.edu, sara_yahya77@yahoo.com

Dean's office Director: Mrs Noha Mamdouh

Nohaaastmt@yahoo.com, noha.madouh@aast.edu



AASTMT *Student Handbook*

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