2024-2025

50
Years Of Excellence

الأكاديمية العربية للعلوم والتكنولوجيا والنقل البحري

Arab Academy for Science, Technology & Maritime Transport

College of Management & Technology – Cairo

Undergraduate & Postgraduate

STUDENT HANDBOOK

THE THREE-YEAR STUDY PLAN

Student Handbook

This handbook contains the programs' information and academic regulations for the undergraduate and postgraduate studies at the College of Management and Technology – Cairo, Arab Academy for Science, Technology and Maritime Transport (AASTMT).

AASTMT President's Message

Welcome and thank you for your interest in the Arab Academy for Science, Technology and Maritime Transport (AASTMT). Since its inception in 1972, AASTMT has been dedicated to fostering a highly professional environment of advancing knowledge, developing human potential, and breaking new intellectual and academic ground with the aim of improving the lives of human beings and of communities all over the Arab and the whole World.

The talented, diverse, and dedicated group of people who make AASTMT - be they students, students, professors, administrative or academic staff, graduates, or parents - are most valued, appreciated, and cherished. They have been indeed the source of AASTMT"s continuous success and huge growth along more than forty years of strenuous efforts and dedication to reach out to the highest levels of achieving an outstanding level of human development and academic excellence.

As you visit our Web site, you will discover much more about our diverse programs, huge achievements, varied fields of research, and the great accomplishment of our Academic Staff, our distinguished students, and renowned Alumni.

If you are already a member of our extended family in Alexandria, Heliopolis, Dokki, Smart Village, Port Said, South Valley, or El Alamein, I would like to tell you that I am greatly proud of you. Each one of you play a big role in making AASTMT what it is, i.e., one of the most reputable and greatly respectable educational organizations in the region.

If you are yet considering joining AASTMT, I would like to invite you to take part in this ambitious vibrant community and enjoy a journey of academic, professional, and personal self-discovery and development.

It is my firm belief that you will add value to our renowned alumni, most of whom have become leaders in the worlds of maritime transport, engineering, business, international transport, computer science, and innumerable other areas where AASTMT graduates can be found all over the world.

Prof. Ismail Abdel Ghaffar Ismail Farag
President,
Arab Academy for Science, Technology and Maritime Transport

Dean's Message

(College of Management & Technology – Cairo "Heliopolis")

At the College of Management and Technology – Cairo, we set out to equip our students not just with relevant knowledge but also with a high level of interpersonal, business and learning skills, so that by the time they leave us, they possess a depth of ability and expertise which will serve them well throughout their lives.

The College of Management and Technology – Cairo offers an exciting range of undergraduate and postgraduate courses delivered by a dedicated professional team who are tuned in to your needs and who have a reputation for friendship and approachability. Our undergraduate and postgraduate studies stress the development of the students in their chosen specialty.

We recognize the extra challenges imposed by today's dynamic global business environment and understand the needs of today's job market.
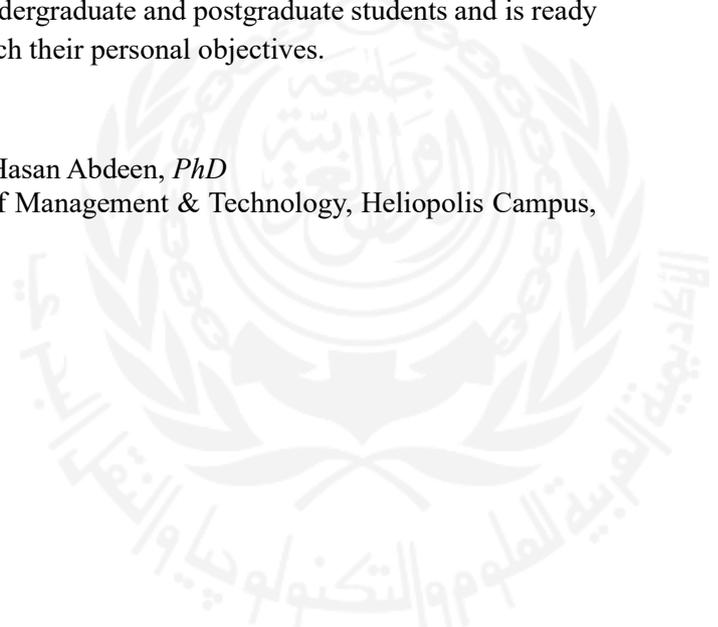
As well as traditional teaching styles, students will experience state-of-the-art computer-aided learning programs and group working, as we really believe that learning by doing is the way to equip our students with what they really need in terms of knowledge, skills, and applications.

Students will find the College of Management and Technology – Cairo friendly and supportive. We pride ourselves in good student/staff relations. Our aim is to make our students' stay in AASTMT both productive and enjoyable.

We are sure that you will enjoy both the academic and the social atmosphere at the College of Management and Technology – Cairo.

At the College of Management and Technology – Cairo quality is not a slogan it is a principle that guides our decisions and actions on a daily basis. The College of Management and Technology – Cairo is welcoming undergraduate and postgraduate students and is ready to help them reach their personal objectives.

Prof. Dr. Tareq Hasan Abdeen, *PhD*
Dean, College of Management & Technology, Heliopolis Campus, Cairo

Table of Content

1 About AASTMT

1.1 Preface

The Arab League approved the establishment of AASTMT on April 26, 1972, through decree number 3254. Since its founding, AASTMT has been a pioneer in education, offering a range of innovative undergraduate and postgraduate programs. AASTMT is dedicated to delivering education, training, research, and consulting services to a diverse international student and customer base, with a primary aim of preparing individuals to contribute to the development of the Arab region. Across its academic units, AASTMT emphasizes a strong educational foundation and is committed to maintaining high-quality education that aligns with international standards. The academy is focused on meeting customer requirements and providing services through qualified and skilled staff who continuously work to enhance AASTMT's reputation and performance. AASTMT is determined to ensure its services comply with the standards of relevant registration, accreditation, and certification bodies.

Since its inception in 1972 as part of the Arab League, AASTMT has been offering a diverse array of educational and training services in the maritime sector. From 1972 until the academic year 2001/2002, AASTMT provided educational opportunities to students from over 59 countries across the Arab, African, Asian, and European regions, drawing upon its extensive experience in the realm of education. AASTMT is committed to providing exceptional education, training, and research services, with its expansion beyond Alexandria to Cairo, South Valley, and Latakia intended to serve students from the Arab region. AASTMT is known for its distinctive model of collaborative Arab efforts in Egypt, where it holds all its assets as public property and operates under the Arab League's umbrella. The institution's flexible and innovative educational approach prioritizes results over activities, contributing to its transition from regional to international prominence.

1.2 AASTMT Vision

The academy aspires to be a smart educational institution with a positive impact on the knowledge society through research, creativity, innovation, and entrepreneurship.

1.3 AASTMT Mission

Achieving sustainable development in society through providing outstanding graduates capable of bringing about change and who are prepared through educational and training programs with international standards and intellectual capital represented in centers of excellence and efficiency in scientific research, training, and consultations through the application of the highest quality standards and governance.

2 About the College of Management and Technology – Cairo

The College of Management and Technology – Cairo is one of AASTMT's colleges. AASTMT is the parent institution of the College of Management and Technology – Cairo. The relationship between the College of Management and Technology – Cairo and AASTMT is institutional. This means that the College of Management and Technology – Cairo enjoys full independence; however, it must be committed to the institutional procedures set by AASTMT. The College of Management and Technology – Cairo is the oldest college that has been established by AASTMT in Cairo and is now one of the biggest colleges in AASTMT.

2.1 College Vision

To be recognized as one of the most reputable smart business management colleges in Egypt and the Middle East with a significant positive impact on the knowledge society.

2.2 College Mission

We, at the College of Management and Technology – Cairo,

- Know that our first responsibility is to our students, their parents, and the business society in all Arab nations, and this is fulfilled through providing graduates who match the market needs and business challenges.

- Pledge to make every effort to create and disseminate knowledge through the most up-to-date techniques in research, creative inquiry, teaching, and learning, and to transfer our intellectual and artistic product to enhance society in meaningful and sustainable ways.

- Pride ourselves on high ethical standards to ensure AASTMT's long-term survival and growth.

- Serve our students by teaching them problem-solving, leadership, and teamwork skills, and the value of a commitment to quality, ethical behavior, and respect for others.

- Pledge to contribute to the economic strength of Arab society by equipping our students with the needed knowledge, skills, and abilities to help Arab nations prosper by depending on their most valuable asset: the highly educated and well-trained youths.

- Promise to recruit, develop, motivate, reward, and retain personnel of exceptional ability, character, and dedication.

- Provide our employees with good working conditions, superior leadership, short- and long-term compensation, and an opportunity for individual growth and employment security. This is simply because we believe that our employees are our most valuable asset.

- Believe that the main values that guide us are excellence in all that we do, ethical and moral conduct at all times and in all our relationships, and innovation in all areas of business management and accounting as a means of attaining and sustaining leadership.

2.3 College Policies

The College of Management and Technology – Cairo has enacted a set of constructive, creative, and motivating policies to align with its vision, creating a calm and multi-incentive environment that positively impacts students, faculty members, and the administration. These policies aim to enhance the educational process and academic research, ultimately benefiting both stakeholders and the broader community. They take a multifaceted approach, considering various aspects such as students, faculty, administration, academic processes, research, industry, and communal service. Specifically, the policies focus on enriching students with both academic and practical skills, providing updated knowledge and practical training aligned with industry and community needs, and fostering their intellectual, cultural, and personal development, preparing them for lifelong learning.

The college's policies also extend to faculty members, aiming to create a motivating environment that supports their teaching and academic research endeavors. These policies emphasize the importance of rewarding and recognizing high-quality research productivity and provide the necessary infrastructure to facilitate world-class research, scholarship, and creativity. They further promote research and innovation to address global challenges and encourage multidisciplinary collaboration. In addition, the college's policies involve a close integration of planning, assessment, and resource allocation, with a focus on promoting continuous quality improvement through assessment efforts. The institution is committed to developing and implementing strategic plans across critical areas, ensuring the availability of human, financial, and technological resources necessary to achieve its goals, and establishing structures that promote and reward professional excellence.

The College of Management and Technology – Cairo is dedicated to strengthening its role in the community and promoting teaching excellence. It achieves this by expanding continuing education programs, increasing scholarships, building community connections, and graduating socially responsible students. The college emphasizes teaching improvement, resource allocation, and faculty renewal through strategic priorities. It aims to establish regional leadership in select departments while safeguarding the status of others. This proactive approach helps maintain and enhance the college's standing in research, scholarship, and education.

Furthermore, the college is actively working on several fronts to enhance its educational quality and community impact. This includes facilitating cross-college educational opportunities, improving coordination across disciplines, and enhancing research infrastructure. Additionally, efforts are being made to promote diversity among faculty, students, and staff, setting ambitious goals for gender, race, and ethnicity representation. The college is also emphasizing outreach and public engagement, redefining it as communal engagement and expanding it to benefit various academic disciplines and campuses. These collective efforts aim to strengthen the college's educational offerings and its connection with the broader community.

2.4 Accreditations

Undergraduate and postgraduate programs offered by the College of Management and Technology – Cairo are fully accredited by the Supreme Council of Egyptian Universities (SCU). The college certificates have been nationally and internationally recognized.

The College of Management and Technology – Cairo has been awarded the Accreditation Council for Business Schools and Programs (ACBSP) membership on 13/12/2023 as a step in its journey to be fully accredited by ACBSP.

On Wednesday 24/07/2024, the College of Management and Technology– Cairo has received the certificate of the ISO 9001:2015 quality management system from DNV.

2.5 Campus Facilities

The main campus in Cairo was established in 1997/2001 and is located in Heliopolis. The campus houses various colleges and supports various facilities. For the College of Management and Technology – Cairo, it provides students with essential amenities such as auditoriums, clinics, cafeterias, printing services, and stationery stores. Table 1 presents the programs offered at the College of Management and Technology – Cairo.

Table 1 Programs Offered in the College of Management and Technology – Cairo

Programs	Majors
Bachelor of Science in Accounting	
Bachelor of Science in Business Administration	Marketing Business Information Systems Finance Digital and Sustainable Business Economics
Doctor of Philosophy in Business Administration	
Master of Science in Accounting	

2.6 Faculty Members

The College of Management and Technology – Cairo emphasizes the significance of well-educated and well-trained faculty members, acknowledging that quality education relies on their expertise. To achieve this, the college invests significantly in its faculty members' development, sending them to earn their Doctor of Philosophy degree (PhD) from internationally well-known universities like those in the UK, the USA, Spain, Portugal, New Zealand, Malaysia, and more. This exposure to diverse educational environments helps them gain valuable experience, knowledge, and maturity as educators, ultimately enhancing the educational experience for their students.

3 Undergraduate Programs

The College of Management and Technology – Cairo has departed from traditional academic tracks, striving to achieve global standards within a relatively short timeframe. The college hosts the Bachelor of Science (BSc) degrees in Accounting and Business Administration. Both degrees can be earned in three academic years, and in such a case they require 126 credit hours across 6 semesters for graduation. More details are provided in the following sections:

3.1 Bachelor of Science in Accounting

The College of Management and Technology – Cairo offers an accounting curriculum taught by experienced and knowledgeable faculty members. The program provides hands-on learning opportunities, including internships, case competitions, and networking events, to help the student gain practical skills and valuable connections in the industry. Students will be prepared to collect, record, and analyze financial transactions and data for businesses, governments, and individuals. They will learn the importance of performing their duties according to ethical values such as accountability, integrity, and reliability, which are needed to gain the knowledge and skills needed to work in areas such as taxation, cost, auditing, and accounting systems. Our accounting program can help students achieve their career goals and secure a bright future. As well, it will help students gain valuable skills in financial reporting, auditing, tax preparation, and financial analysis. These skills are essential to any organization, making the accounting program graduate a critical asset to any business or industry. The accounting industry is growing, and accounting professionals are in high demand.

- **Accounting Department Vision**

To be one of the most reputable providers of the bachelor degree in accounting locally, regionally, and internationally.

- **Accounting Department Mission**

Providing a high-quality business education through experiential learning in a collegial and intellectually stimulating environment. To design and deliver programs of the highest quality in accountancy and allied fields, preparing its students to become productive members of society as successful accountancy and finance professionals through the judicious and efficient use of resources, continuous review and updates of curricula, faculty development, research, community extension, industry linkages, and networks. Therefore, the college offers undergraduate accounting program that bridges the gap between theory and practice, nurture critical thinking, promote teamwork, and prepare students to meet the challenges of globalization.

- **Career opportunities**

There are a wide range of career opportunities available to accounting graduates, including public accounting, corporate accounting, government accounting, nonprofit accounting, forensic accounting, etc.

- **Graduation Requirements**

The BSc degree in accounting can be earned in three academic years and requires 126 credit hours across 6 semesters (43 courses) for graduation (see Table 2 for detailed study plans) under the following conditions:

GPA
- o At the end of the first semester, students with a cumulative grade point average (GPA) of 2.4 or higher may request to enroll in the three-year study plan. Those with a GPA below 2.4 will continue with the four-year study plan.

- o Students who achieve an overall GPA of 2.6 or higher in the second semester are permitted to continue with the three-year study plan. Those who do not meet this requirement will follow the four-year study plan.

- o In general, students should complete no more than 46 credit hours per academic year (including Fall, Spring, and Summer semesters) during their three-year study plan. The following represents the credit hour limit for each GPA range:
  - Students with a GPA of 2.6 or higher are permitted to register for up to 22 credit hours per semester.
  - Students with a GPA from 2.0 to lower than 2.6 are allowed to register for up to 19 credit hours per semester.
  - Students with a GPA lower than 2.0 are allowed to register for up to 12 credit hours per semester.

Elective courses
- o Starting from the second year, students are allowed to choose three elective courses (totaling 9 credit hours) from the Program Electives.

Graduation
- o In the final year, students undertake graduation projects within their chosen specialization. These projects are evaluated by university professors and industry professionals.
  Note: students are not permitted to register for the "Graduation Project in Accounting I" course until they have completed at least 71 credit hours in the three-year study plan or 84 credit hours in the four-year study plan.

- o To earn the BSc degree in accounting, students must accumulate 126 credit hours and successfully complete a summer internship or practical training course (with 100 hours). Students may begin their summer internship or practical training course starting in the summer after their second year of study. A minimum of four weeks of internship or professional training is mandatory to meet the graduation requirements.
- o Students are not allowed to graduate in less than 3 academic years.

Minor
- o Students who wish to pursue a minor in another discipline (marketing, BIS, finance, DSBE, etc.) may do so by completing an additional 12 credit hours, bringing their total to 138 credit hours. This qualifies them to graduate with a major in accounting and a minor in the selected discipline.

Table 2 BSc Degree in Accounting Study Plans

- Offered under a three-year study plan (with a total of 126 credit hours)

First Year — First Semester

Code	Course Title	Cr. Hrs.
BMK1103	Principles of Management	3
EBE1241	Mathematics for business	3
BDE1106	Microeconomics	3
BAC1103	Principles of Accounting 1	3
BIS1101	Business Information Systems	3
UNR1403	Academic English	2
UNRXXXX	UNIVERSITY REQUIREMENT	2
Total Cr. Hrs.		**19**

First Year — Second Semester

Code	Course Title	Cr. Hrs.
BMK1104	Principles of Marketing	3
EBE1242	Statistics for Business	3
BDE1107	Macroeconomics	3
BAC1104	Principles of Accounting 2	3
BFN1102	Corporate Finance	3
BAC3114	Management Accounting in Supply Chains	3
UNR2101	Communication and Presentation Skills	2
UNR1407	Academic Writing	2
Total Cr. Hrs.		**22**

Second Year — Third Semester

Code	Course Title	Cr. Hrs.
BMK2106	Organizational Behavior	3
BAC2105	Managerial Accounting	3
BAC2106	Intermediate Accounting 1	3
BFN2103	Operations Management for Finance	3
BFN2104	Money and Banking	3
BAC2108	Research Methodology for Accounting	3
BXXXXXX	Elective/ Humanities Course	3
Total Cr. Hrs.		**21**

Second Year — Fourth Semester

Code	Course Title	Cr. Hrs.
BAC2107	Cost Management	3
BAC2109	Auditing	3
BAC2110	Accounting Information Systems	3
BFN2106	Financial Markets and Organization	3
BAC3111	Intermediate Accounting 2	3
BAC2100	Internship	0
BAC3116	Special Topics in Accounting	3
BXXXXXX	Elective/ Humanities Course	3
Total Cr. Hrs.		**21**

Third Year — Fifth Semester

Code	Course Title	Cr. Hrs.
BMK3113	Human Resources Management	3
BAC3117	Tax Accounting	3
BAC3115	Advanced Managerial Accounting	3
BAC3113	Data Analytics for Accounting	3
BAC3112	Advanced Auditing	3
BAC4118	Graduation Project in Accounting 1	4
UNRXXXX	UNIVERSITY REQUIREMENT	2
Total Cr. Hrs.		**21**

Third Year — Sixth Semester

Code	Course Title	Cr. Hrs.
BMK4129	Strategic Management	3
BAC4121	Graduation Project in Accounting 2	4
BAC4119	International Accounting	3
BAC4122	Commercial Banks	3
BAC4123	Accounting for nonprofit organizations	3
BAC4120	Advanced Financial Accounting	3
BXXXXXX	Elective/Minor Course	3
Total Cr. Hrs.		**22**

University Requirements (10 Cr. Hrs.)	College Requirements (42 Cr. Hrs.)	General Specialization (57 Cr. Hrs.)	Specific Specialization (Total of 17 Cr. Hrs.: 8 Cr. Hrs. of compulsory courses and 9 Cr. Hrs. of electives)

- Offered under a four-year study plan (with a total of 126 credit hours)

First Year — First Semester

Code	Course Title	Cr. Hrs.
BMK1103	Principles of Management	3
EBE1241	Mathematics for business	3
BDE1106	Microeconomics	3
BAC1103	Principles of Accounting 1	3
BIS1101	Business Information Systems	3
UNR1403	Academic English	2
UNRXXXX	UNIVERSITY REQUIREMENT	2
Total Cr. Hrs.		**19**

First Year — Second Semester

Code	Course Title	Cr. Hrs.
BMK1104	Principles of Marketing	3
EBE1242	Statistics for Business	3
BDE1107	Macroeconomics	3
BAC1104	Principles of Accounting 2	3
BFN1102	Corporate Finance	3
UNR1407	Academic Writing	2
Total Cr. Hrs.		**17**

Second Year — Third Semester

Code	Course Title	Cr. Hrs.
BMK2106	Organizational Behavior	3
BAC2105	Managerial Accounting	3
BAC2106	Intermediate Accounting 1	3
BFN2103	Operations Management for Finance	3
BFN2104	Money and Banking	3
Total Cr. Hrs.		**15**

Second Year — Fourth Semester

Code	Course Title	Cr. Hrs.
BAC2107	Cost Management	3
BAC2108	Research Methodology for Accounting	3
BAC2109	Auditing	3
BAC2110	Accounting Information Systems	3
BFN2106	Financial Markets and Organization	3
BAC2100	Internship	0
Total Cr. Hrs.		**15**

Third Year — Fifth Semester

Code	Course Title	Cr. Hrs.
BMK3113	Human Resources Management	3
BAC3111	Intermediate Accounting 2	3
BAC3112	Advanced Auditing	3
BAC3113	Data Analytics for Accounting	3
BXXXXXX	Elective/Minor Course	3
Total Cr. Hrs.		**15**

Third Year — Sixth Semester

Code	Course Title	Cr. Hrs.
BAC3114	Management Accounting in Supply Chains	3
BAC3115	Advanced Managerial Accounting	3
BAC3116	Special Topics in Accounting	3
BAC3117	Tax Accounting	3
BXXXXXX	Elective/Minor Course	3
Total Cr. Hrs.		**15**

Fourth Year — Seventh Semester

Code	Course Title	Cr. Hrs.
BAC4118	Graduation Project in Accounting 1	4
BAC4119	International Accounting	3
BAC4120	Advanced Financial Accounting	3
BXXXXXX	Elective/ Humanities Course	3
UNR2101	Communication and Presentation Skills	2
Total Cr. Hrs.		**15**

Fourth Year — Eighth Semester

Code	Course Title	Cr. Hrs.
BAC4121	Graduation Project in Accounting 2	4
BMK4129	Strategic Management	3
BAC4122	Commercial Banks	3
BAC4123	Accounting for nonprofit organizations	3
UNRXXXX	UNIVERSITY REQUIREMENT	2
Total Cr. Hrs.		**15**

University Requirements (10 Cr. Hrs.)	College Requirements (42 Cr. Hrs.)	General Specialization (57 Cr. Hrs.)	Specific Specialization (Total of 17 Cr. Hrs.: 8 Cr. Hrs. of compulsory courses and 9 Cr. Hrs. of electives)

3.2   Bachelor of Science in Business Administration

The College of Management and Technology – Cairo is committed to sustainability in resource utilization and aims to achieve its vision by offering education and research opportunities to students worldwide. The college does this through regionally and internationally accredited academic programs, taught by highly qualified faculty, and managed through a certified system. The BSc degree in Business Administration comprises the following four majors:

- Marketing;
- Business Information Systems (BIS);
- Finance; and
- Digital and Sustainable Business Economics (DSBE).

3.2.1   Marketing Major

The College of Management and Technology – Cairo recognizes the dynamics and importance of marketing in the globalized business landscape and, in response, offers a major in marketing. This program concentrates on international practices and strategies, aligning with the changing needs of marketing students. It provides practical education and industry engagement, arming students with the skills and knowledge required for success in the fiercely competitive business landscape. The marketing department offers its program in three different languages: English, Arabic, and French. Our essential courses have been updated to better suit the fast-paced digital working environment; therefore, we changed our major from "Marketing and International Business" to "Marketing," with a clearer focus on the digital and transformational elements of marketing. Our marketing major students study important concepts, such as the power of branding and promotion of products and services to the public and how to target specific demographics. Our innovative modules combine the traditional components of marketing with specialized coursework in digital advertising, content marketing, multimedia, brand management, market research, and communications.

- **Marketing Department Vision**

To become one of the leading marketing departments in the Middle East through developing change agents who are capable of handling, coping with, and influencing the real world of marketing with their distinctive marketing management and leadership abilities.

- **Marketing Department Mission**

The BSc in Business Administration in Marketing provides students with knowledge of research, practice, and technology related to the constantly dynamic field of marketing. The marketing department is committed to creating a responsive, team-based learning environment that enables students to unleash their skills, utilize their knowledge, and maintain the appropriate attitude towards becoming top-notch marketers. The department also prioritizes enhancing staff members through continuous training and development in order to acquire the latest knowledge, teaching methods, and techniques needed to deliver a world-class staff member. The department is also committed to having an ongoing linkage with our market environment throughout all of our activities, adapting to the contemporary flourishing business scope. The marketing department at the College of Management and Technology – Cairo is the place "Where Learning Comes to Life."

- **Career Opportunities**

The Egyptian and the regional business market have recently undergone significant changes in their economic, technological, political, and cultural aspects, creating both new job opportunities and challenges. The marketing department equips its students with contemporary skills, hands-on experience, and relevant knowledge to meet the growing career prospects and market demands. Graduates with a major in marketing can pursue various career opportunities, ~~including roles~~ such as public relations manager, marketing coordinator, social media manager, marketing research analyst, and sales manager, among others.

- **Graduation Requirements**

The program offers a BSc degree in business administration with a marketing major. The candidate for this degree is required to pursue academic quality and complete a plan of study prepared with his/her academic advisor and approved by the Marketing Department Council. The total number of credit hours required for graduation is 126 (43 courses) spread over 6 academic semesters (see Table 3 for detailed study plans) under the following conditions:

GPA
- o At the end of the first semester, students with a cumulative grade point average (GPA) of 2.4 or higher may request to enroll in the three-year study plan. Those with a GPA below 2.4 will continue with the four-year study plan.

- o Students who achieve an overall GPA of 2.6 or higher in the second semester are permitted to continue with the three-year study plan. Those who do not meet this requirement will follow the four-year study plan.

- o In general, students should complete no more than 46 credit hours per academic year (including Fall, Spring, and Summer semesters) during their three-year study plan. The following represents the credit hour limit for each GPA range:
  - Students with a GPA of 2.6 or higher are permitted to register for up to 22 credit hours per semester.
  - Students with a GPA from 2.0 to lower than 2.6 are allowed to register for up to 19 credit hours per semester.
  - Students with a GPA lower than 2.0 are allowed to register for up to 12 credit hours per semester.

Elective courses
- o Starting from the second year, students are allowed to choose three elective courses (totaling 9 credit hours) from the Program Electives.

Graduation
- o In the final year, students undertake graduation projects within their chosen specialization. These projects are evaluated by university professors and industry professionals.
  Note: students are not permitted to register for the "Graduation Project 1" course until they have completed at least 71 credit hours in the three-year study plan or 84 credit hours in the four-year study plan.

- o To earn the BSc degree in business administration, marketing major, students must accumulate 126 credit hours and successfully complete a summer internship or practical training course (with 100 hours). Students may begin their summer internship or practical training course starting in the summer after their second year of study. A minimum of four weeks of internship or professional training is mandatory to meet the graduation requirements.

o Students are not allowed to graduate in less than 3 academic years.

Minor   o Students who wish to pursue a minor in another discipline (accounting, BIS, finance, DSBE, etc.) may do so by completing an additional 12 credit hours, bringing their total to 138 credit hours. This qualifies them to graduate with a major in marketing and a minor in the selected discipline.

Table 3 BSc Degree in Business Administration: Marketing Major Study Plans

- Offered under a three-year study plan (with a total of 126 credit hours)

First Year — First Semester

Code	Course Title	Cr. Hrs.
BMK1103	Principles of Management	3
EBE1241	Mathematics for business	3
BDE1106	Microeconomics	3
BAC1103	Principles of Accounting 1	3
BIS1101	Business Information Systems	3
UNR1403	Academic English	2
UNRXXXX	UNIVERSITY REQUIREMENT	2
Total Cr. Hrs.		**19**

First Year — Second Semester

Code	Course Title	Cr. Hrs.
BMK1104	Principles of Marketing	3
EBE1242	Statistics for Business	3
BDE1107	Macroeconomics	3
BAC1104	Principles of Accounting 2	3
BFN1102	Corporate Finance	3
BMK2113	Materials and Logistics Management	3
UNR2101	Communication and Presentation Skills	2
UNR1407	Academic Writing	2
Total Cr. Hrs.		**22**

Second Year — Third Semester

Code	Course Title	Cr. Hrs.
BMK2106	Organizational Behavior	3
BAC2105	Managerial Accounting	3
BMK2107	Consumer Behavior	3
BMK2108	Marketing Management	3
BMK2109	Research Methodology	3
BMK2110	Operations Management for Marketing	3
BXXXXXX	Elective	3
Total Cr. Hrs.		**21**

Second Year — Fourth Semester

Code	Course Title	Cr. Hrs.
BMK2111	Integrated Marketing Communications	3
BMK2112	New Product Planning	3
BMK3114	Marketing Research	3
BMK3115	International marketing	3
BMK3121	Digital Marketing	3
BMK3120	Entrepreneurial Marketing	3
BXXXXXX	Elective	3
BMK2114	Marketing Internship	0
Total Cr. Hrs.		**21**

Third Year — Fifth Semester

Code	Course Title	Cr. Hrs.
BMK4123	Graduation Project 1	4
BMK3113	Human Resources Management	3
BMK3116	Advertising Management	3
BMK3118/BMK3119	Business-to-Business Marketing/ Brand Management	3
BMK3117	Customer Relationship Management	3
BMK4127	Services Marketing	3
UNRXXXX	UNIVERSITY REQUIREMENT	2
Total Cr. Hrs.		**21**

Third Year — Sixth Semester

Code	Course Title	Cr. Hrs.
BMK4128	Graduation Project 2	4
BMK4129	Strategic Management	3
BMK3122	International Business	3
BMK4125/BMK4126	Distribution and Retail Management/ Sales Management	3
BMK4124	Public Relations	3
BMK4130	Marketing and the Society	3
BXXXXXX	Elective	3
Total Cr. Hrs.		**22**

University Requirements (10 Cr. Hrs.)	College Requirements (42 Cr. Hrs.)	General Specialization (57 Cr. Hrs.)	Specific Specialization (Total of 17 Cr. Hrs.: 8 Cr. Hrs. of compulsory courses and 9 Cr. Hrs. of electives)

- Offered under a four-year study plan (with a total of 126 credit hours)

First Year — First Semester

Code	Course Title	Cr. Hrs.
BMK1103	Principles of Management	3
EBE1241	Mathematics for business	3
BDE1106	Microeconomics	3
BAC1103	Principles of Accounting 1	3
BIS1101	Business Information Systems	3
UNR1403	Academic English	2
UNRXXXX	UNIVERSITY REQUIREMENT	2
Total Cr. Hrs.		**19**

First Year — Second Semester

Code	Course Title	Cr. Hrs.
BMK1104	Principles of Marketing	3
EBE1242	Statistics for Business	3
BDE1107	Macroeconomics	3
BAC1104	Principles of Accounting 2	3
BFN1102	Corporate Finance	3
UNR1407	Academic Writing	2
Total Cr. Hrs.		**17**

Second Year — Third Semester

Code	Course Title	Cr. Hrs.
BMK2106	Organizational Behavior	3
BAC2105	Managerial Accounting	3
BMK2107	Consumer Behavior	3
BMK2108	Marketing Management	3
UNR2101	Communication and Presentation Skills	2
UNRXXXX	UNIVERSITY REQUIREMENT	2
Total Cr. Hrs.		**16**

Second Year — Fourth Semester

Code	Course Title	Cr. Hrs.
BMK2109	Research Methodology	3
BMK2110	Operations Management for Marketing	3
BMK2111	Integrated Marketing Communications	3
BMK2112	New Product Planning	3
BMK2113	Materials and Logistics Management	3
BAC2100	Internship	0
Total Cr. Hrs.		**15**

Third Year — Fifth Semester

Code	Course Title	Cr. Hrs.
BMK3113	Human Resources Management	3
BMK3114	Marketing Research	3
BMK3115	International marketing	3
BMK3116	Advertising Management	3
BMK3117	Customer Relationship Management	3
Total Cr. Hrs.		**15**

Third Year — Sixth Semester

Code	Course Title	Cr. Hrs.
BMK3122	International Business	3
BMK3121	Digital Marketing	3
BMK3118/ BMK3119	Business-to-Business Marketing/ Brand Management	3
BMK3120	Entrepreneurial Marketing	3
BXXXXXX	Elective Course	3
Total Cr. Hrs.		**15**

Fourth Year — Seventh Semester

Code	Course Title	Cr. Hrs.
BMK4123	Graduation Project 1	4
BMK4125/B MK4126	Distribution and Retail Management/ Sales Management	3
BMK4127	Services Marketing	3
BMK4124	Public Relations	3
BXXXXXX	Elective Course	3
Total Cr. Hrs.		**16**

Fourth Year — Eighth Semester

Code	Course Title	Cr. Hrs.
BMK4128	Graduation Project 2	4
BMK4130	Marketing and the Society	3
BMK4129	Strategic Management	3
BXXXXXX	Elective Course	3
Total Cr. Hrs.		**15**

University Requirements (10 Cr. Hrs.)	College Requirements (42 Cr. Hrs.)	General Specialization (57 Cr. Hrs.)	Specific Specialization (Total of 17 Cr. Hrs.: 8 Cr. Hrs. of compulsory courses and 9 Cr. Hrs. of electives)

3.2.2 Business Information Systems (BIS) Major

Originally, the major was called management information systems (MIS) and developed into BIS in 2017 after an extensive and thorough study to adopt new technologies and change curriculum content. The BIS major offers students a unique opportunity to blend business and technology, equipping them with practical technology skills to develop technology-based business solutions. This major, offered under a BSc in Business Administration, endures high recruitment rates, with over 90% of graduates finding employment. Graduates go on to work in various industries, including business and IT solutions, web and mobile solutions, banking, education, pharmaceuticals, and more. BIS students have the chance to explore, enjoy, and learn in this dynamic field.

- **BIS Department Vision**

To be in ~~have~~ a nationally, regionally, and internationally leading position in undergraduate education and research as the program prepares students for exciting business careers. This shall be done by building and sustaining a diverse community of top-quality students, educators, and internationally acclaimed scholars who work together towards realizing this vision.

- **BIS Department Mission**

The BIS department provides its students with knowledge and analytical thinking skills through innovatively designed courses that deliver high-quality internships and job placements all over the region. BIS department also encourages scientific research in an open learning environment to serve the business and technological community.

- **Career Opportunities**

The BIS department offers a blend of business administration and the latest computer skills. It has an over 90% recruitment rate. Some graduates are entrepreneurs who started their own businesses, such as Pointers, Savvy Arabia, the 8 Peas, and Spinzomedia LLC, while others are recruited by reputable local and international organizations in all industries, such as business solutions, banking, education, pharmaceuticals, real estate, business and solutions, mobile solutions, social media, and multinational organizations. BIS graduates are leaders as business analysts, web and system analysts, designers and developers, database analysts, social media specialists, ERP specialists, mobile application developers, digital marketers, and business consultants. The department encourages and guides the students using our facilities and incubation center to develop their own startups that always emerge in their creative graduation project ideas and implementations.

- **Graduation Requirements**

The program offers a BSc degree in business administration with a BIS major. The candidate for this degree is required to pursue academic quality and complete a plan of study prepared with his/her academic advisor and approved by the BIS Department Council. The total number of credit hours required for graduation is 126 (43 courses) spread over 6 academic semesters (see Table 4 for detailed study plans) under the following conditions:

GPA	o At the end of the first semester, students with a cumulative grade point average (GPA) of 2.4 or higher may request to enroll in the three-year study plan. Those with a GPA below 2.4 will continue with the four-year study plan.

| | o | Students who achieve an overall GPA of 2.6 or higher in the second semester are permitted to continue with the three-year study plan. Those who do not meet this requirement will follow the four-year study plan. |

o   In general, students should complete no more than 46 credit hours per academic year (including Fall, Spring, and Summer semesters) during their three-year study plan. The following represents the credit hour limit for each GPA range:

- Students with a GPA of 2.6 or higher are permitted to register for up to 22 credit hours per semester.
- Students with a GPA from 2.0 to lower than 2.6 are allowed to register for up to 19 credit hours per semester.
- Students with a GPA lower than 2.0 are allowed to register for up to 12 credit hours per semester.

Elective courses

o   Starting from the second year, students are allowed to choose three elective courses (totaling 9 credit hours) from the Program Electives.

Graduation

o   In the final year, students undertake graduation projects within their chosen specialization. These projects are evaluated by university professors and industry professionals.

Note: students are not permitted to register for the "Graduation Project in BIS 1" course until they have completed at least 71 credit hours in the three-year study plan or 84 credit hours in the four-year study plan.

o   To earn the BSc degree in business administration, BIS major, students must accumulate 126 credit hours and successfully complete a summer internship or practical training course (with 100 hours). Students may begin their summer internship or practical training course starting in the summer after their second year of study. A minimum of four weeks of internship or professional training is mandatory to meet the graduation requirements.

o   Students are not allowed to graduate in less than 3 academic years.

Minor

o   Students who wish to pursue a minor in another discipline (accounting, marketing, finance, DSBE, etc.) may do so by completing an additional 12 credit hours, bringing their total to 138 credit hours. This qualifies them to graduate with a major in BIS and a minor in the selected discipline.

Table 4 BSc Degree in Business Administration: BIS Major Study Plans

- Offered under a three-year study plan (with a total of 126 credit hours)

First Year — First Semester

Code	Course Title	Cr. Hrs.
BMK1103	Principles of Management	3
EBE1241	Mathematics for business	3
BDE1106	Microeconomics	3
BAC1103	Principles of Accounting 1	3
BIS1101	Business Information Systems	3
UNR1403	Academic English	2
UNRXXXX	UNIVERSITY REQUIREMENT	2
Total Cr. Hrs.		**19**

First Year — Second Semester

Code	Course Title	Cr. Hrs.
BMK1104	Principles of Marketing	3
EBE1242	Statistics for Business	3
BDE1107	Macroeconomics	3
BAC1104	Principles of Accounting 2	3
BFN1102	Corporate Finance	3
BIS2102	E-Commerce Technologies	3
UNR2101	Communication and Presentation Skills	2
UNR1407	Academic Writing	2
Total Cr. Hrs.		**22**

Second Year — Third Semester

Code	Course Title	Cr. Hrs.
BMK2106	Organizational Behavior	3
BAC2105	Managerial Accounting	3
BIS2107	Multimedia	3
BIS2108	Introduction to Programming	3
BIS2104	Database Management	3
BIS3112	Operations Management for BIS	3
BXXXXXX	Elective	3
Total Cr. Hrs.		**21**

Second Year — Fourth Semester

Code	Course Title	Cr. Hrs.
BIS2103	Social Media & Digital Marketing	3
BIS2105	Information Systems Analysis and Design	3
BIS2106	E-Business Strategies	3
BIS3109	Web Design Fundamentals	3
BIS3110	Web Programming	3
BIS3115	Advanced Database	3
BX4XX	Elective	3
BIS2129	Internship	0
Total Cr. Hrs.		**21**

Third Year — Fifth Semester

Code	Course Title	Cr. Hrs.
BMK3113	Human Resources Management	3
BIS4116	Graduation Project in BIS 1	4
BIS3113	Search Engine Optimization	3
BIS3114	Networks, Security and Professional Ethics	3
BIS3111	ERP Fundamentals	3
BIS4118	Information Systems Project Management	3
UNRXXXX	UNIVERSITY REQUIREMENT	2
Total Cr. Hrs.		**21**

Third Year — Sixth Semester

Code	Course Title	Cr. Hrs.
BMK4129	Strategic Management	3
BIS4121	Graduation Project in BIS 2	4
BIS4119	Business Data Analytics	3
BIS4120	BIS Trends and Entrepreneurship	3
BIS4122	DSS and Business Intelligence	3
BIS4117	Research Methodology for BIS	3
BX4XX	Elective	3
Total Cr. Hrs.		**22**

University Requirements (10 Cr. Hrs.)	College Requirements (42 Cr. Hrs.)	General Specialization (57 Cr. Hrs.)	Specific Specialization (Total of 17 Cr. Hrs.: 8 Cr. Hrs. of compulsory courses and 9 Cr. Hrs. of electives)

- Offered under a four-year study plan (with a total of 126 credit hours)

First Year — First Semester

Code	Course Title	Cr. Hrs.
BMK1103	Principles of Management	3
EBE1241	Mathematics for business	3
BDE1106	Microeconomics	3
BAC1103	Principles of Accounting 1	3
BIS1101	Business Information Systems	3
UNR1403	Academic English	2
UNRXXXX	UNIVERSITY REQUIREMENT	2
Total Cr. Hrs.		**19**

First Year — Second Semester

Code	Course Title	Cr. Hrs.
BMK1104	Principles of Marketing	3
EBE1242	Statistics for Business	3
BDE1107	Macroeconomics	3
BAC1104	Principles of Accounting 2	3
BFN1102	Corporate Finance	3
UNR1407	Academic Writing	2
Total Cr. Hrs.		**17**

Second Year — Third Semester

Code	Course Title	Cr. Hrs.
BIS2102	E-Commerce Technologies	3
BAC2105	Managerial Accounting	3
BIS2103	Social Media & Digital Marketing	3
BIS2104	Database Management	3
UNR2101	Communication and Presentation Skills	2
UNRXXXX	UNIVERSITY REQUIREMENT	2
Total Cr. Hrs.		**16**

Second Year — Fourth Semester

Code	Course Title	Cr. Hrs.
BMK2106	Organizational Behavior	3
BIS2105	Information Systems Analysis and Design	3
BIS2106	E-Business Strategies	3
BIS2107	Multimedia	3
BIS2108	Introduction to Programming	3
BIS2129	Internship	0
Total Cr. Hrs.		**15**

Third Year — Fifth Semester

Code	Course Title	Cr. Hrs.
BMK3113	Human Resources Management	3
BIS3109	Web Design Fundamentals	3
BIS3110	Web Programming	3
BIS3111	ERP Fundamentals	3
BX4XX	Elective	3
Total Cr. Hrs.		**15**

Third Year — Sixth Semester

Code	Course Title	Cr. Hrs.
BIS3112	Operations Management for BIS	3
BIS3113	Search Engine Optimization	3
BIS3114	Networks, Security and Professional Ethics	3
BIS3115	Advanced Database	3
BXXXXXX	Elective Course	3
Total Cr. Hrs.		**15**

Fourth Year — Seventh Semester

Code	Course Title	Cr. Hrs.
BIS4116	Graduation Project in BIS 1	4
BIS4117	Research Methodology for BIS	3
BIS4118	Information Systems Project Management	3
BIS4119	Business Data Analytics	3
BIS4120	BIS Trends and Entrepreneurship	3
Total Cr. Hrs.		**16**

Fourth Year — Eighth Semester

Code	Course Title	Cr. Hrs.
BIS4121	Graduation Project in BIS 2	4
BIS4122	DSS and Business Intelligence	3
BMK4129	Strategic Management	3
BXXXXXX	Elective Course	3
Total Cr. Hrs.		**13**

University Requirements (10 Cr. Hrs.)	College Requirements (42 Cr. Hrs.)	General Specialization (57 Cr. Hrs.)	Specific Specialization (Total of 17 Cr. Hrs.: 8 Cr. Hrs. of compulsory courses and 9 Cr. Hrs. of electives)

3.2.3 Finance Major

The finance major equips its students with the skills needed to enhance business operations through financial planning, investment, and problem-solving. Finance students learn to apply mathematical and statistical principles to make informed decisions and develop effective communication and research abilities. This major offers a high-quality business education through hands-on learning, preparing students to excel as finance professionals. The curriculum remains up-to-date with industry trends, and strong industry connections provide opportunities for real-world experience. The finance major emphasizes bridging theory and practice, fostering critical thinking and teamwork, thus preparing students to succeed in a globalized business environment.

- **Finance Department Vision**

To be a worldwide trusted and respected finance department that provides an excellent and responsive finance program that involves a rigorous, thorough, and relentless pursuit and advancement of knowledge utilizing academic personnel, facilities, and systems of the highest quality in order to produce finance professionals who will attain personal growth and global competitiveness and contribute towards national development.

- **Finance Department Mission**

We emphasize a service-oriented, team approach to providing financial information, systems, and policies that meet fiduciary and regulatory responsibilities, address the operational needs to serve the desires of our students as well as the market's contemporary demand.

- **Career Opportunities**

The finance major is crucial for any economy and any business, with high demand for finance professionals. It's a smart and secure career choice, offering various career paths and job stability. Finance experts are vital for businesses, individuals, and nations, with opportunities in investment banking, corporate finance, financial analysis, asset management, and risk management. Finance professionals receive competitive compensation, including attractive salaries, bonuses, and benefits, making it an attractive field for top talent.

- **Graduation Requirements**

The program offers a BSc degree in business administration with a finance major. The candidate for this degree is required to pursue academic quality and complete a plan of study prepared with his/her academic advisor and approved by the Finance Department Council. The total number of credit hours required for graduation is 126 (43 courses) spread over 6 academic semesters (see Table 5 for detailed study plans) under the following conditions:

GPA	
	o At the end of the first semester, students with a cumulative grade point average (GPA) of 2.4 or higher may request to enroll in the three-year study plan. Those with a GPA below 2.4 will continue with the four-year study plan.
	o Students who achieve an overall GPA of 2.6 or higher in the second semester are permitted to continue with the three-year study plan. Those who do not meet this requirement will follow the four-year study plan.

	o	In general, students should complete no more than 46 credit hours per academic year (including Fall, Spring, and Summer semesters) during their three-year study plan. The following represents the credit hour limit for each GPA range:

- Students with a GPA of 2.6 or higher are permitted to register for up to 22 credit hours per semester.
- Students with a GPA from 2.0 to lower than 2.6 are allowed to register for up to 19 credit hours per semester.
- Students with a GPA lower than 2.0 are allowed to register for up to 12 credit hours per semester.

Elective courses

o Starting from the second year, students are allowed to choose three elective courses (totaling 9 credit hours) from the Program Electives.

Graduation

o In the final year, students undertake graduation projects within their chosen specialization. These projects are evaluated by university professors and industry professionals.

Note: students are not permitted to register for the "Graduation Project in Finance I" course until they have completed at least 71 credit hours in the three-year study plan or 84 credit hours in the four-year study plan.

o To earn the BSc degree in business administration, finance major, students must accumulate 126 credit hours and successfully complete a summer internship or practical training course (with 100 hours). Students may begin their summer internship or practical training course starting in the summer after their second year of study. A minimum of four weeks of internship or professional training is mandatory to meet the graduation requirements.

o Students are not allowed to graduate in less than 3 academic years.

Minor

o Students who wish to pursue a minor in another discipline (accounting, marketing, BIS, DSBE, etc.). may do so by completing an additional 12 credit hours, bringing their total to 138 credit hours. This qualifies them to graduate with a major in finance and a minor in the selected discipline.

Table 5 BSc Degree in Business Administration: Finance Major Study Plans

- Offered under a three-year study plan (with a total of 126 credit hours)

First Year — First Semester

Code	Course Title	Cr. Hrs.
BMK1103	Principles of Management	3
EBE1241	Mathematics for business	3
BDE1106	Microeconomics	3
BAC1103	Principles of Accounting 1	3
BIS1101	Business Information Systems	3
UNR1403	Academic English	2
UNRXXXX	UNIVERSITY REQUIREMENT	2
Total Cr. Hrs.		**19**

First Year — Second Semester

Code	Course Title	Cr. Hrs.
BMK1104	Principles of Marketing	3
EBE1242	Statistics for Business	3
BDE1107	Macroeconomics	3
BAC1104	Principles of Accounting 2	3
BFN1102	Corporate Finance	3
BAC3114	Management Accounting in Supply Chain	3
UNR2101	Communication and Presentation Skills	2
UNR1407	Academic Writing	2
Total Cr. Hrs.		**22**

Second Year — Third Semester

Code	Course Title	Cr. Hrs.
BMK2106	Organizational Behavior	3
BAC2105	Managerial Accounting	3
BFN2104	Money and Banking	3
BFN2107	Introduction to Econometrics	3
BAC2106	Intermediate Accounting 1	3
BFN2103	Operations Management for Finance	3
BXXXXXX	Elective	3
Total Cr. Hrs.		**21**

Second Year — Fourth Semester

Code	Course Title	Cr. Hrs.
BAC2107	Cost Management	3
BFN2105	Investment	3
BAC2109	Auditing	3
BFN3108	Research Methodology for Finance	3
BFN2106	Financial Markets and Organizations	3
BFN3110	Advanced Financial Management	3
BX4XX	Elective	3
BIS2129	Internship	0
Total Cr. Hrs.		**21**

Third Year — Fifth Semester

Code	Course Title	Cr. Hrs.
BMK3113	Human Resources Management	3
BFN4114	Graduation Project in Finance I	4
BFN3112	Islamic Finance	3
BFN3111	International Finance	3
BAC4120	Advanced Financial Accounting	3
BFN3109	Insurance and Risk Management	3
UNRXXXX	UNIVERSITY REQUIREMENT	2
Total Cr. Hrs.		**21**

Third Year — Sixth Semester

Code	Course Title	Cr. Hrs.
BMK4129	Strategic Management	3
BFN4116	Graduation Project in Finance II	4
BFN4115	Derivatives	3
BFN4117	Contemporary Issues in Finance	3
BAC4122	Commercial Banks	3
BFN3113	Advanced Investment and Portfolio Management	3
BX4XX	Elective	3
Total Cr. Hrs.		**22**

University Requirements (10 Cr. Hrs.)	College Requirements (42 Cr. Hrs.)	General Specialization (57 Cr. Hrs.)	Specific Specialization (Total of 17 Cr. Hrs.: 8 Cr. Hrs. of compulsory courses and 9 Cr. Hrs. of electives)

- Offered under a four-year study plan (with a total of 126 credit hours)

First Year — First Semester

Code	Course Title	Cr. Hrs.
BMK1103	Principles of Management	3
EBE1241	Mathematics for business	3
BDE1106	Microeconomics	3
BAC1103	Principles of Accounting 1	3
BIS1101	Business Information Systems	3
UNR1403	Academic English	2
UNRXXXX	UNIVERSITY REQUIREMENT	2
Total Cr. Hrs.		**19**

First Year — Second Semester

Code	Course Title	Cr. Hrs.
BMK1104	Principles of Marketing	3
EBE1242	Statistics for Business	3
BDE1107	Macroeconomics	3
BAC1104	Principles of Accounting 2	3
BFN1102	Corporate Finance	3
UNR1407	Academic Writing	2
Total Cr. Hrs.		**17**

Second Year — Third Semester

Code	Course Title	Cr. Hrs.
BAC2105	Managerial Accounting	3
BMK2106	Organizational Behavior	3
BFN2103	Operations Management for Finance	3
BFN2104	Money and Banking	3
BAC2106	Intermediate Accounting 1	3
Total Cr. Hrs.		**15**

Second Year — Fourth Semester

Code	Course Title	Cr. Hrs.
BAC2107	Cost Management	3
BFN2105	Investment	3
BAC2109	Auditing	3
BFN2106	Financial Markets and Organizations	3
BFN2107	Introduction to Econometrics	3
BFN2100	Internship	0
Total Cr. Hrs.		**15**

Third Year — Fifth Semester

Code	Course Title	Cr. Hrs.
BMK3113	Human Resources Management	3
BFN3108	Research Methodology for Finance	3
BFN3109	Insurance and Risk Management	3
BFN3110	Advanced Financial Management	3
BX4XX	Elective	3
Total Cr. Hrs.		**15**

Third Year — Sixth Semester

Code	Course Title	Cr. Hrs.
BFN3111	International Finance	3
BFN3112	Islamic Finance	3
BFN3113	Advanced Investment and Portfolio Management	3
BAC3114	Management Accounting in Supply Chain	3
BXXXXXX	Elective Course	3
Total Cr. Hrs.		**15**

Fourth Year — Seventh Semester

Code	Course Title	Cr. Hrs.
BFN4114	Graduation Project in Finance I	4
BAC4120	Advanced Financial Accounting	3
BFN4115	Derivatives	3
BXXXXXX	Elective Course	3
UNR2101	Communication and Presentation Skills	2
		15

Fourth Year — Eighth Semester

Code	Course Title	Cr. Hrs.
BFN4116	Graduation Project in Finance II	4
BMK4129	Strategic Management	3
BFN4117	Contemporary Issues in Finance	3
BAC4122	Commercial Banks	3
UNRXXXX	UNIVERSITY REQUIREMENT	2
Total Cr. Hrs.		**15**

University Requirements (10 Cr. Hrs.)	College Requirements (42 Cr. Hrs.)	General Specialization (57 Cr. Hrs.)	Specific Specialization (Total of 17 Cr. Hrs.: 8 Cr. Hrs. of compulsory courses and 9 Cr. Hrs. of electives)

3.2.4 Digital and Sustainable Business Economics Major (DSBE)

In 2022, the College of Management and Technology – Cairo introduced a new unique major called Digital and Sustainable Business Economics (DSBE), which stands for Business Economics, to be the first college of management that offers such a unique major in the field of Business Administration in Egypt and the Middle East. Adding the flavor of "digitalization" and "sustainability" to this major makes it unique worldwide. DSBE major focuses on applying economic theory and quantitative methods to analyze business operations, organizational structures, and the relationships between firms, capital, and product markets. DSBE major combines economic theories with business administration, addressing issues related to scarcity and strategic competition, affecting individuals, households, businesses, and nations as they make decisions to optimize resource allocation.

- **DSBE Department Vision**

To be recognized as a center of academic excellence for high-quality and innovative research and education in sustainability and digital business economics fields.

- **DSBE Department Mission**

To provide students with a wide range of high-quality academic programs that pay attention to the wider societal dimensions of business life. To deliver highly employable students with strong analytical skills, creative intelligence, entrepreneurial skills, and organizational skills needed for solving complex business and organizational problems with respect to achieving sustainable economic growth, environmental balance, and social progress.

- **Career Opportunities**

Graduates of the DSBE major are expected to acquire a range of competencies at different levels. Their career opportunities include business analyst, especially in the business fields of tourism, healthcare, smart city management, petroleum and mineral resources, renewable energy, smart transportation, economic diplomats, trade delegates, public sector professionals, brand strategist, business ethics consultant, business media correspondent business planner, commodity trader, corporate consultant, corporate manager, economist, entrepreneur, executive assistant, financial advisor, financial analyst, fund manager, industry analyst, market student, political advisor, project manager, public policy analyst, risk analyst, etc.

- **Graduation Requirements**

The program offers a BSc degree in business administration, DSBE major. The candidate for this degree is required to pursue academic quality and complete a plan of study prepared with his/her academic advisor and approved by the DSBE Department Council. The total number of credit hours required for graduation is 126 (43 courses) spread over 6 academic semesters (see Table 6 for detailed study plans) under the following conditions:

GPA	o	At the end of the first semester, students with a cumulative GPA of 2.0 or higher may request to enroll in the three-year study plan. Those with a GPA below 2.0 will continue with a maximum of 13 credit hours until they exceed the 2.0 GPA.

| | o | In general, students should complete no more than 50 credit hours per academic year (including Fall, Spring, and Summer semesters) during their three-year study plan. The following represents the credit hour limit for each GPA range: |

- Students with a GPA of 2.0 or higher are permitted to register for up to 21 credit hours per semester.
- Students with a GPA lower than 2.0 are allowed to register for up to 13 credit hours per semester.

Elective courses

o Starting from the second year, students are allowed to choose two elective courses (totaling 6 credit hours) from the Program Electives.

Specialized areas

o At the beginning of the fifth semester, students decide on one of the following specialized areas:
- Business Economics for Sustainable Tourism
- Business Economics for Sustainable Healthcare
- Business Economics for Digitalization and Smart Cities Management
- Business Economics for Petroleum and Mineral Resources
- Business Economics for Renewable Energy
- Business Economics for Smart Transportation
- Economic Diplomacy

Graduation

o In the final year, students undertake graduation projects within their chosen specialization. These projects are evaluated by university professors and industry professionals.

o To earn the BSc degree in business administration, DSBE major, students must accumulate 126 credit hours and successfully complete a summer internship or practical training course (with 100 hours). Students may begin their summer internship or practical training course starting in the summer after their second year of study. A minimum of four weeks of internship or professional training is mandatory to meet the graduation requirements.

o Students are not allowed to graduate in less than 3 academic years.

Minor

o Students who wish to pursue a minor in another discipline (accounting, marketing, BIS, finance, etc.) may do so by completing an additional 12 credit hours, bringing their total to 138 credit hours. This qualifies them to graduate with a major in DSBE and a minor in the selected discipline.

Table 6 BSc Degree in Business Administration: DSBE Major Study Plans

- Offered under a three-year study plan (with a total of 126 credit hours)

First Year — First Semester

Code	Course Title	Cr. Hrs.
BDE1101	Economics 1	3
BIS1101	Business Information Systems	3
BAC1101	Accounting	3
BMK1101	Management & Organization	3
BDE1102	Fundamentals of Business Economics	3
UNR1403	Academic English	2
UNRXXXX	UNIVERSITY REQUIREMENT	2
Total Cr. Hrs.		**19**

First Year — Second Semester

Code	Course Title	Cr. Hrs.
BMK1104	Nature of Consumer Behavior	3
BAC1102	Management Accounting	3
BDE1104	Economics 2	4
BDE1103	Data Analytics	4
BMK2101	International business	3
BFN1101	Finance	3
UNR1407	Academic Writing	2
Total Cr. Hrs.		**22**

Second Year — Third Semester

Code	Course Title	Cr. Hrs.
BDE2101	Economic Theory	3
BDE2106	Economic Analysis for Business Decisions	3
BDE2102	Climate change and Sustainability	3
BMK2103	Digital Marketing	4
BDE2104	Innovation and Creativity in business	3
BDE2107	Business Analytics for decision making	4
UNR21D1	Communication & Presentation Skills	2
Total Cr. Hrs.		**22**

Second Year — Fourth Semester

Code	Course Title	Cr. Hrs.
BDE2105	Economics of Entrepreneurship and innovation	3
BMK3101	Management of Human Resource	3
BMK3102	Research Methods	3
BMM3122	Media Management and Technologies	3
BDE3103	Career Planning and Development	3
BDE****	Elective Course	3
BDE****	Elective Course	3
Total Cr. Hrs.		**21**

Third Year — Fifth Semester

Code	Course Title	Cr. Hrs.
BDE3101	Economics of Organizations and Markets	3
BDE3102	Feasibility Studies and Business plans	3
BDE3 107	Corporate governance	3
BDE3112	Project Management in Public Sector	3
BDE4119	Art of International Negotiations	3
XXXX	Specialized Area course	3
XXXX	Specialized Area course	3
Total Cr. Hrs.		**21**

Third Year — Sixth Semester

Code	Course Title	Cr. Hrs.
UNRXXXX	UNIVERSITY REQUIREMENT	2
BDE4103	Managerial Economics & Business Strategy	3
BDE4104	Graduation Project	4
BDE4118	International Competitiveness and National Branding	3
XXXX	Specialized Area course	3
XXXX	Specialized Area course	3
Total Cr. Hrs.		**21**

University Requirements (10 Cr. Hrs.)	College Requirements (30 Cr. Hrs.)	General Specialization (65 Cr. Hrs.)	Specific Specialization (15 Cr. Hrs.)	Elective (6 Cr. Hrs.)

- Offered under a four-year study plan (with a total of 126 credit hours)

First Year

First Semester

Code	Course Title	Cr. Hrs.
BDE1101	Economics 1	3
BIS1101	Business Information Systems	3
BAC1101	Accounting	3
BMK1101	Management & Organization	3
BDE1102	Fundamentals of Business Economics	3
UNR1403	Academic English	2
UNRXXXX	UNIVERSITY REQUIREMENT	2
Total Cr. Hrs.		**19**

Second Semester

Code	Course Title	Cr. Hrs.
BMK1104	Nature of Consumer Behavior	3
BAC1102	Management Accounting	3
BDE1104	Economics 2	4
BFN1101	Finance	3
BDE1103	Data Analytics	4
Total Cr. Hrs.		**17**

Second Year

Third Semester

Code	Course Title	Cr. Hrs.
BMK2101	International business	3
BDE2101	Economic Theory	3
BDE2106	Economic Analysis Business Decisions	3
BDE2102	Climate change and sustainability	3
BMK2103	Digital Marketing	4
Total Cr. Hrs.		**16**

Fourth Semester

Code	Course Title	Cr. Hrs.
UNR1407	Academic Writing	3
BDE2104	Innovation and Creativity in business	3
BDE2107	Business Analytics for decision making	4
UNR2101	Communication & Presentation Skills	2
BDE2105	Economics of Entrepreneurship and innovation	3
Total Cr. Hrs.		**14**

Third Year

Fifth Semester

Code	Course Title	Cr. Hrs.
BMK3101	Management of Human Resource	3
BMK3102	Research methods	3
BMM3122	Media Management and Technologies	3
BDE3103	Career Planning and Development	3
BDE****	Elective Course	3
Total Cr. Hrs.		**15**

Sixth Semester

Code	Course Title	Cr. Hrs.
BDE****	Elective Course	3
BDE3101	Economics of Organizations and Markets	3
BDE3102	Feasibility Studies and Business plans	3
BDE3107	Corporate governance	3
BDE3112	Project Management in Public Sector	3
Total Cr. Hrs.		**15**

Fourth Year

Seventh Semester

Code	Course Title	Cr. Hrs.
BDE4119	Art of International Negotiations	3
XXXX	Specialized Area course	3
XXXX	Specialized Area course	3
UNRXXXX	UNIVERSITY REQUIREMENT	2
BDE4103	Managerial Economics & Business Strategy	3
Total Cr. Hrs.		**14**

Eighth Semester

Code	Course Title	Cr. Hrs.
BDE4104	Graduation Project	4
BDE411B	International Competitiveness and National Branding	3
XXXX	Specialized Area course	3
XXXX	Specialized Area course	3
XXXX	Specialized Area course	3
Total Cr. Hrs.		**16**

University Requirements (10 Cr. Hrs.)	College Requirements (30 Cr. Hrs.)	General Specialization (65 Cr. Hrs.)	Specific Specialization (15 Cr. Hrs.)	Elective (6 Cr. Hrs.)

3.3   International Programs

3.3.1   University of London (UK)

The University of London at AASTMT in Cairo, Egypt, provides an exceptional academic journey through globally recognized BSc programs in Economics, Management, Finance, and Social Science (EMFSS). These programs encourage critical thinking, innovation, and problem-solving, aiming to equip students with the skills and perspectives necessary to make a real impact on the world. The University of London has a distinguished history, producing Nobel Prize laureates, entrepreneurs, academics, and political leaders for nearly two centuries, and is known for its academic excellence. Studying at this institution offers students a unique opportunity to join a world-class alumni network while earning their degree in Egypt.

All degrees offered through the University of London at AASTMT, Cairo, Egypt, are directed by the prestigious London School of Economics and Political Science (LSE). LSE is a top-ranked institution globally, securing the second position in Europe and fifth worldwide in social sciences and management in the 2023 QS World University subject rankings. Notably, LSE boasts 18 Nobel Prize winners among its faculty and alumni and has been associated with 37 world leaders who have either taught at or studied at the institution. Under LSE's academic direction, it is responsible for curriculum design, assessment setting, and exam grading, ensuring that the BSc awarded maintains the same high standard as degrees offered in London. Students at the University of London at AASTMT in Cairo benefit from a range of academic resources and capacity-building activities offered by both the University of London and LSE.

AASTMT is the first Recognized Teaching Centre (RTC) for the University of London in Egypt, with experience in providing tuition for LSE courses spanning more than 20 years. Our RTC is recognized for its excellent results and student experience, and our students rank among the top students internationally.

3.3.2   University of Hull (UK)

The College of Management and Technology at AASTMT collaborates with Hull University to offer a dual-degree program in business administration, allowing students to pursue BSC degrees in marketing and finance majors. As of 2023, Hull University holds a global ranking of 401. Additionally, it is recognized as one of the top 50 public universities worldwide for its contributions to the research area. Hull University, originally established in 1927 as University College Hull, received its Royal Charter in 1954, granting it the authority to confer its own degrees to students. Hull University has recently marked its transformation into the third university in Yorkshire and the 14th in England. Presently, it stands as one of the leading institutions for both research and education on a global scale. Students enrolling in the Hull program are offered the opportunity to engage in international study experiences, either for a single semester or an entire year, with a generous 30% discount on tuition fees. Moreover, graduates of this program enjoy the privilege of becoming Hull University alumni, affording them a discount of 30% for their master's degree programs.

3.3.3 University of Northampton (UK)

AASTMT collaborates with the University of Northampton to provide an educational environment focused on advancing knowledge, human potential, and global community well-being. Within the College of Management and Technology, the BIS program operates as a dual degree arrangement in partnership with the University of Northampton. This means students joining this international program receive certificates from both AASTMT and the University of Northampton, offering a unique international dual degree opportunity. The University of Northampton, one of the UK's youngest universities, is renowned for its emphasis on social impact and has been recognized as a Changemaker campus since 2013. Notably, it holds a Gold rating in the Teaching Excellence Framework (TEF), an official assessment of educational quality conducted by the government, setting it apart in terms of the high-quality education it offers.

3.3.4 Rennes University (France)

The French program at the College of Management and Technology – Cairo collaborates with Rennes School of Business to operate a dual degree in both accounting and business administration (marketing and finance majors) BSc degrees. The program delivers the courses in both French and English. Rennes University has been selected to offer our Francophone students the chance to study in France and be exposed to different educational systems. The agreement is designed to foster cooperation in teaching, research, and joint projects between AASTMT and Rennes School of Business.

3.4   Training and Community Service

Internships play a crucial role in enhancing students' education by confirming their career interests, providing hands-on experience, strengthening their resumes, and potentially leading to full-time employment. Internships contribute to a competitive edge in the job market and are a key requirement for graduation. Hence, the College of Management and Technology in Cairo is committed to staying up-to-date with the latest management and technology practices. They involve trainers, scholars, students, and civil society in innovative programs that aim for individual and societal enlightenment. Training activities are required for graduation in all BSc programs, providing practical experience in business fields. Students can choose from local or international training opportunities to bridge the gap between theory and real-world practice (see Figures 1–6).

Figure 1 EUROPEA Project Management Training

Figure 2 University of Central Lancashire Operation Management Training

Figure 3 Agriculture Bank Training

Figure 4 AITB Courses

Figure 5 Etisalat by e& training

Figure 6 SAP online training

The College of Management and Technology – Cairo encourages its students to participate in community service, seeing them as ambassadors for goodwill. Volunteering in Egypt and the Arab world not only benefits the community but also enhances students' self-confidence, self-esteem, and social lives, contributing to their personal growth and sense of identity (see Figures 7–10).

Figure 7 Celebrating Woman's Day

Figure 8 Students and Staff Fun Day

Figure 9 Mental Health Awareness Day

Figure 10 Participating in Expos to create College Awareness with high school students

3.5   Academic Regulations

3.5.1   Admission System

3.5.1.1 Admission Requirements

AASTMT admission requirements for students include having completed a secondary education certificate or an equivalent, meeting the minimum score set by AASTMT and announced before each semester, maintaining physical fitness, having good conduct with no judicial sentences against them, submitting all necessary admission documents, obtaining approval for delegation from relevant entities if applicable, passing any required admission exams as determined by AASTMT, and pledging to abide by AASTMT's rules and regulations.

Note: AASTMT may reject any student without stating reasons.

3.5.1.2 Admission of Prospective Students

At the commencement of each semester (Fall–Spring), AASTMT sets the quotas for student admissions across various majors, along with specific prerequisites for each major. The acceptance of students is contingent upon adherence to admission policies established by AASTMT's Education Affairs, involving the successful completion of admission exams and compliance with the predetermined admission criteria.

3.5.1.3 External and Internal Transfer

All transfer applications, both external and internal, are submitted to the Admission and Registration Deanery according to the following:

1) Transfer from other educational institutions

AASTMT accepts students transferring from other accredited educational institutions under certain conditions. These conditions include meeting AASTMT's admission requirements, considering the academic duration at their previous college and military status, not having disciplinary dismissals from previous institutions, fulfilling the specific transfer requirements of the desired college, completing at least one academic semester at the previous institution, transferring equivalent completed courses with a minimum grade of "C," with these grades not impacting the GPA but being recorded on the transcript, and ensuring the transferred credit hours do not exceed 50% of the graduation requirements at the receiving college.

2) Optional transfer within the AASTMT

Students at AASTMT have the flexibility to transfer between departments within the same college or from one college to another within the institution, subject to certain conditions. This includes meeting admission requirements and obtaining approval from the desired department or college, ensuring that the remaining period in the new major allows for the fulfillment of graduation requirements, and acknowledging that grades from courses studied in the previous college will be counted towards the new major's graduation requirements.

3.5.1.4 Tuition Fees

AASTMT sets tuition fees in US dollars prior to the start of each semester, which are determined based on the student's performance in their secondary education or equivalent degree, categorized according to financial regulations. Tuition fees must be paid at the beginning of each semester, and payment is a crucial part of the registration process and attendance. The AASTMT presidency retains the authority to make special payment arrangements in humanitarian cases.

3.5.1.5 Scholarships

Scholarships and discount regulations approved by the AASTMT General Assembly shall be applied in this respect.

3.5.2 Registration Regulations

3.5.2.1 Registration System and Procedures

AASTMT students are required to adhere to the registration start date as per the academic calendar on the academy's website. Registration involves the electronic registration process through the student portal or assistance from an academic advisor at their respective colleges during the specified dates. Students can register a specific number of credit hours, ensuring they stay within the prescribed academic load limit. They have the option to add or drop registered courses within the designated dates, following registration rules and regulations. Failure to complete registration within the stipulated timeframe necessitates applying for a semester postponement; otherwise, the student is marked as absent for that semester.

3.5.2.2 Academic load

AASTMT students' academic load is determined each semester based on their previous academic performance and GPA (refer to the "graduation requirements" section of each major). During the summer semester, students can generally register for up to three courses, unless there are exceptional circumstances approved by the academy president. Prerequisite completion is mandatory for course registration, except for graduating students, whose cases are assessed by the relevant college. Students are also permitted to register for courses from higher semesters, provided they meet the prerequisite requirements, and in cases where they cannot complete their entire academic load, they can enroll in available courses, even if the minimum credit hours are not reached.

3.5.2.3 Academic Probation and "Underachievement"

Students on academic probation have a GPA below 2.0, which limits them to registering a maximum of 12 credit hours per semester, with course selection guided by their academic advisor. Those on the "underachievement" list have completed less than 50% of their required credit hours since joining AASTMT.

- **Measures taken with students on academic probation or the "underachievement" list:** AASTMT's academic probation and underachievement policies include a warning for students to achieve a minimum GPA of 2.0 or complete over 50% of the required study hours. These statuses are noted on the student's transcript. Students can remain on academic probation or

underachievement status for up to three consecutive semesters, after which they are advised to consider alternative educational paths within the institution. This might involve transferring to another department in the same college or another AASTMT college, provided they meet the admission requirements of the department or college they transfer to. However, students who receive two academic probations or underachievement warnings may face expulsion if they don't raise their GPA to 2.00 after the third semester or continue to underachieve in a new department. Expulsion is also a possibility if they can't meet graduation requirements within double the typical study duration in their college.

3.5.2.4 Adding or Dropping a Course

Following the completion of registration, students are permitted to add new courses or drop registered ones within the specified registration period, with the condition that they consult their academic advisor and adhere to certain restrictions. These restrictions include not exceeding the maximum academic load allowed for registration based on their GPA, ensuring the number of academic hours remains above the minimum required for registration, and understanding that if a course with a prerequisite is to be dropped, both courses must be dropped if they were registered together. Additionally, courses can be dropped, added, or withdrawn if a class is to be canceled due to a low number of registered students.

3.5.2.5 Withdrawal

Students are allowed to withdraw from all or some courses in a semester up until week 15 without being deemed to have failed the courses, but they must first obtain approval from the department head and college dean and complete the withdrawal procedures within the specified period according to college and financial regulations. Delegated students can only withdraw from a semester with written permission from the delegating entity that requires approval. However, if a registered student drops a semester after the registration period has ended, it still counts towards the total period required for graduation, and the student receives a "W" grade for the courses in that semester.

3.5.2.6 Course Repeat

If a student receives a failing grade (F) in a course, it is recorded on their transcript and impacts their semester average and cumulative GPA, whether the course is core or elective. Students are required to re-register for core courses they fail, with the maximum achievable grade being B+ upon successful completion. In the case of failing a repeated course for the second time, the failure grade only affects the semester average. A student is allowed to repeat a maximum of five courses they have already passed if they aim to improve their GPA, except for students under probation, who may do so with the academic advisor's recommendation. Furthermore, a student cannot repeat a course for improvement after more than one complete academic year has passed, unless they are under probation and recommended by their academic advisor.

3.5.2.7 Taking Courses at Other Universities while Studying at AASTMT

To study at a university or college abroad, a student must ensure that the institution is accredited by the relevant authorities. Additionally, they should have completed at least one full semester at AASTMT and possess a credit-hour transcript. The maximum number of hours allowed for registration should not exceed 50% of the total hours required for their program. Transferred courses are incorporated into the student's transcript with a grade of (TR), unless there is a specific agreement between AASTMT and

the university, in which case different rules may apply. If a student encounters an unprecedented situation regarding degree accreditation, they are responsible for completing the necessary procedures and must provide their consent in this regard.

Before a student at AASTMT travels to study abroad, they must obtain prior approval from their college, which is then submitted to the Admission and Registration Deanery. This approval should specify the courses the student is allowed to take and the number of transferable hours, with the requirement that the course content matches the graduation requirements of their college. Additionally, the university they are nominated for and its location, the duration of their study period, and their academic status (e.g., visiting student or student exchange) should be included. For students participating in exchange programs or at AASTMT partner universities where payment is required before travel, the necessary tuition fees are outlined. After completing their studies abroad, students must provide their original transcript to the college administration, which records their results and initiates the transfer process. This transcript is then sent to the Admission and Registration Deanery to ensure the student is not considered to have dropped out.

3.5.2.8 Study Suspension

Students' registration may be suspended (postponed, discontinued, or dropped out) for periods exceeding four regular semesters (continuous or discontinuous). Such periods are counted as part of the maximum period for completing graduation requirements as follows:

- **Postponement of Study**

Students may request to postpone their studies before the semester begins, with reasons and delegation approvals, if needed. After the postponement period, they must complete registration procedures; otherwise, they'll be considered as having dropped out. Cases needing postponement beyond four semesters are individually reviewed by the College Council and Vice President for Education Affairs.

- **File Withdrawal and Discontinuation of Study:**

A student is allowed to discontinue his/her study in the academy by presenting a request to the Admission and Registration Deanery in order to obtain a clearance letter at any time during the academic year.

- **Dropping out:**

A student must indicate their academic status as either postponed or discontinued within the first three weeks of each semester; failure to do so will be considered as dropping out of their studies. However, students studying as visiting students at other universities or participating in student exchange programs are not classified as having dropped out.

3.5.2.9 Re-Enrollment

A student who has suspended their registration can request re-enrollment using the same registration number and transcript they used before suspension. Students who have postponed their studies must submit a re-enrollment request within a maximum period of four semesters from the date of suspension, following the regulations specified in the "Study Suspension" section. Students who suspended their registration to discontinue their studies can re-enroll under the same conditions as those who have postponed their studies, considering their previous academic situation. However, students who have dropped out of their studies cannot be re-enrolled without College Council approval after reviewing

their transcript, completed courses, and alignment with the current academic plan, which may necessitate retaking certain courses.

3.5.2.10 Maximum Study Period

The maximum time allotted for a student to complete their BSc degree is twice the original study duration set by their college. Failing to fulfill graduation requirements within this timeframe results in potential expulsion from the academy. However, the College Council has the authority to grant students on the verge of expulsion a final chance, comprising two regular semesters, provided they have completed at least 80% of the required program hours, maintain a GPA not less than 2.0, and – for Egyptian students – have declared their military service status (for male students). The College Council's decision regarding the student requires approval from the academy president.

3.5.3 Assessment and Examination Regulations

3.5.3.1 Attendance Policy

Students face compulsory withdrawal from a course if their attendance falls below 15% of the course hours during a semester without a valid excuse, with withdrawal becoming mandatory if the absence reaches 20% (with a valid excuse) of the course hours. Students who are forced to withdraw receive a (W) grade, and to re-enroll in the course, they must attend classes, not just take exams. However, students playing for national sports teams are exempt from attendance requirements while representing their countries in international championships.

3.5.3.2 Medical Excuses

Medical excuses must be issued or stamped by the Academy Medical Services Administration for college deaneries to accept them. If the excuse period covers exams or coursework, the approved medical report is submitted to the college. The time specified on the medical excuse is counted as part of the student's 20% excused absence allowance.

3.5.3.3 Assessment and Examination System

Student assessment methods encompass written, practical, and oral exams; research; daily assignments; class participation; and attendance. The final course grade is a blend of different components: 30% from the first 7 weeks, 20% from weeks 8 to 12, 10% from coursework (including discussions, attendance, and assignments), and 40% from the final assessment, with marks communicated as per the semester schedule. To pass a final exam, a student must score at least 30% of the total exam mark, a requisite for subject success. Final assessments, which may be written and/or practical, occur at the semester's end, except for graduation projects, where the evaluation method is determined by the department council. Students have the right to review all exam materials and can request reevaluation within 30 days of result announcements. For educational programs requiring a graduation project, the assessment of students' projects follows the guidelines outlined in their college's status report.

3.5.3.4 Course Grading

AASTMT students are graded based on specific regulations. The semester average is calculated by multiplying the grade value obtained in each course by the total number of registered credit hours for

that semester. The GPA reflects the student's overall average, calculated by dividing the total course points by the total credit hours completed. An honors degree is awarded for a minimum final GPA of 3.30, maintained consistently across all semesters without any failing grades (F). Tables (7–10) refer to the grades received by students for any course. Each grade refers to a certain point value corresponding to a given percentage.

Table 7 Course Grade at the College of Management and Technology – Cairo

Grade	GPA	Percentage (%)
A$^+$	12/3 = 4.00	95% - 100%
A	11.5/3=3.83	90.00% - less than 95%
A$^-$	11/3= 3.66	85.00% - less than 90%
B$^+$	10/3=3.33	80.00% - less than 85%
B	9/3=3.00	75.00% - less than 80%
B$^-$	8/3=2.66	70.00% - less than 75%
C$^+$	7/3=2.33	65.00% - less than 70%
C	6/3=2.00	60.00% - less than 65%
C$^-$	5/3=1.66	56.00% - less than 60%
D$^+$	4/3=1.33	53.00% - less than 56%
D	3/3=1.00	50.00% - less than 53%
F	Zero	Less than 50.00%

Table 8 The Descriptive Grade (Semester Average GPA – Cumulative GPA)

GPA	Descriptive Grade	Equivalent Percentage
3.6 up to 4.0	Excellent	90% up to100%
3.0 up to 3.6	Very Good	75% - less than 90%
2.6 up to 3.0	Good	65% - less than 75%
up to 2.6	Pass	50% - less than 65%

Students who receive a (C-, D+, or D) grade for a course are considered conditionally pass students. Since the percentage from 50 to 60% is considered a conditional pass, the percentage corresponding to the pass grade is calculated, as presented in Table 9.

Table 9 The "Pass" Grade Calculation Rules

GPA	Descriptive Grade	Equivalent Percentage
2.5 – less than 2.6		64%
2.4 – less than 2.5		63%
2.3 – less than 2.4	Pass	62%
2.2 – less than 2.3		61%
2.0 – less than 2.2		60%

Table 10 Other Grades

Grade	Significance	Description
I	Incomplete	Is given for a postponed final exam with an accepted urgent excuse from the college, provided the student has obtained at least 60% of the course work marks. It allows the student to take the final exam as scheduled; otherwise, it results in a course failure
W	Withdrawn	Is assigned to withdrawn courses, whether due to forced or optional withdrawal, and it does not affect the GPA
U	A grade with unspecified marks (Ungraded)	Is a course whose marks have not been assigned yet for any reason
Au	A grade of a listening course (Audit)	Is awarded to students who audit a course as observers, and it has no impact on GPA or earned credit hours
TR	A grade for a transferred course (Transferred)	Represents a course's equivalence from another university and is not factored into the GPA
A	grade of passing a course (Pass)	-
F	A grade of failing a course (Fail)	-

3.5.3.5 Requirements for Degree Attainment

To earn a BSc degree from AASTMT, students must meet several graduation requirements: they must pass all the course hours in their study program with a minimum GPA of 2.0, complete the prescribed minimum study duration set by the Supreme Council of Education Affairs, and, once they meet the degree requirements and finish the graduation process, they cannot change their academy alumni nationality or improve their GPA after completing their study years and obtaining the degree. Altering student nationality may only be considered during the study years, subject to legal constraints defined by the academy.

3.5.3.6 Student Appeals

Students have the option to appeal to the academy president regarding the application of specific academic rules based on special circumstances. Each appeal is reviewed on a case-by-case basis, and the academy president may establish a committee to assess various appeals before making a decision.

3.5.4 Disciplinary and Academic Penalties

3.5.4.1 Student's Responsibilities during Study

AASTMT students are expected to adhere to several fundamental regulations, including being responsible for understanding and complying with the academy's study system and regulations, as ignorance of these systems and regulations will not excuse any errors or issues that may arise. They must also familiarize themselves with academy-issued regulations and seek guidance from academic

advisors or staff when needed. Students are required to follow all rules, instructions, and dates related to the educational process; maintain regular attendance; participate in class discussions; complete assignments on time; and adhere to behavioral and appearance standards both within and outside the academy. Additionally, they must maintain appropriate conduct when interacting with colleagues and ensure the preservation of academy properties.

3.5.4.2 Offenses and Disciplinary and Academic Penalties

If a student commits an offense, the disciplinary penalties are as follows:

- Violations of exam regulations and academic integrity:

A range of penalties for academic misconduct is applicable, from dismissal from the examination hall to final expulsion from the academy, with the specific penalty determined by the council of the relevant college, as outlined in Table 11. In cases where additional violations accompany the documented offense, expulsion from the college may be imposed, subject to review by the Student Affairs Committee. In all such situations, an official report of the offense is prepared, including the student's questions and answer sheets and any related evidence, which is submitted along with supporting documents to the college vice dean for education affairs. The imposed penalty is recorded on the student's unofficial transcript.

- General Behavior Offenses:

Penalties for general behavior offenses vary from warnings to final expulsion, and decisions regarding these offenses are made by the Student Affairs Committee. Such offenses might include actions like smoking in classes or corridors, damaging academy property, or disrupting lecture and tutorial discipline.

3.5.4.3 Final Expulsion from the Academy

Final expulsion from the academy, upon the approval of the academy president, occurs in the following circumstances: A student previously on academic probation or underachievement status is ultimately expelled if their GPA remains below 2.00 by the end of the third semester in the new department or college they've been transferred to. Another scenario is when a student fails to meet graduation requirements within the permitted maximum study duration, which is double the college's typical study period. Final expulsion can also result from committing a severe violation that warrants this penalty under the academy's student disciplinary regulations. Lastly, if a student receives a final criminal sentence, expulsion may be enacted.

3.5.4.4 Appeal for Penalty Alleviation or Expulsion

The student can appeal a disciplinary or academic penalty to the academy president. The academy president can appoint a committee to investigate the appeal and must review and approve the report before taking actions to protect both the academy's and the student's rights.

Table 11 Penalties for Exam Regulations and Academic Integrity Violations

No.	Student Offense	Offense Description	Penalty
1	Disobeying examination instructions	Disrupting exam hall discipline or quietness, such as repeated talking to a colleague, showing a switched-off mobile phone multiple times, or having a mobile phone ring repeatedly during the exam, can result in disciplinary action.	Upon committing an offense during an exam, if it's the student's first time, they receive an oral warning from the invigilator, but they are then dismissed from the exam and awarded a "zero" for that particular exam.
2	Refusing to carry out instructions	Repetition of any of the offenses mentioned in item number (1) in any other subject during the exam period.	The student is dismissed from the examination hall, and the grade allocated to the subject is "F".
3	Cheating	Cheating during an exam, which includes having a mobile phone with course information, using unauthorized materials or tools with course-related information, sharing answers or question sheets with another student, swapping materials with subject information, or disregarding academic integrity rules.	The student receives a failing grade for that specific subject. Moreover, the grades for the two following subjects (or the two preceding subjects if the cheating occurs during the last exam) are marked as "W," indicating withdrawal from those subjects.
4	Offending the invigilator or the exam supervision authority verbally or physically	Offending the invigilator or the exam supervision authority whether verbally or physically.	If a student commits a severe cheating offense during an exam, he/she receives failing grades (marked "F") for all courses they were registered for during that semester. Furthermore, the student's registration for the following semester is suspended. The case is then referred to the Student Affairs Committee to decide whether the student should be allowed to continue their studies at the Academy or face expulsion.
5	Impersonation of another student to sit for the exam instead of him/her	Impersonation of another student to sit for the exam instead of him/her.	Final expulsion from the Academy.

4   Postgraduate Programs

The College of Management and Technology – Cairo offers postgraduate programs including: PhD in Business Administration and a Master of Science (MSc) in Accounting at its main campus in Cairo (Heliopolis campus). These programs are approved by the Supreme Council of Universities in Egypt. The postgraduate department at the College of Management and Technology – Cairo aims to achieve the following objectives:

1. Contribute to advancing human knowledge through focused research, practical innovations, and the exploration of new insights.
2. Facilitate postgraduate studies for exceptional graduates at the local level.
3. Develop specialized expertise and professional competence across various knowledge domains.
4. Inspire scientific talent to stay aligned with the fast-evolving world of science and technology, fostering creativity, innovation, and research advancement.

4.1   Doctor of Philosophy (PhD) in Business Administration

The PhD in Business Administration program at the College of Management and Technology – Cairo is officially recognized by the Supreme Council of Universities in Egypt and is on par with the PhD in Business Administration degrees awarded by Egyptian public universities. The program's primary objective is to provide advanced knowledge in management theories and equip students to conduct independent scientific research. It emphasizes the development of research skills for diagnosing problems, formulating solutions, and evaluating alternatives. Students gain a strong knowledge base in various management fields and learn to continuously update their knowledge through research. The program aims to prepare students to specialize in a management science field, continue their research, and address the shortage of teaching staff and students in educational institutions. It caters to the aspirations of PhD graduates to pursue doctoral studies, creates specialized professionals in management sciences, promotes educational awareness and research, adheres to international standards, and fosters the integration of theoretical studies with practical experiences and research methods.

To achieve the above-mentioned objectives, an integrated approach is essential, combining theoretical studies with practical experiences and utilizing scientific research methods throughout the PhD program.

4.1.1 Study Eligibility

To enroll in the PhD in Business Administration program, applicants should meet the following requirements:

1. Possess an academic master's degree (with at least a "very Good" grade) approved by the Supreme Council of Egyptian Universities in the relevant field of specialization or equivalent.
2. If the master's degree is awarded from any of the accredited faculties of commerce in a non-specialty and the applicant is applying for the PhD in Business Administration program, the college council may require deficiency courses based on the applicant's master's academic record. These courses must be completed and passed in a semester before the first year of the PhD program, ensuring the student has covered fundamental subjects in the chosen specialty. The following conditions are considered:

- Students must pass each deficiency course on the first attempt with a grade no lower than "C."
- The cumulative GPA for these courses should not fall below "3" or its equivalent.
- Registration in the postgraduate program is permitted only after successfully finishing the deficiency courses. The postgraduate department may grant permission for postgraduate course registration when just one or two deficiency courses remain.
- The time devoted to completing deficiency courses does not count towards the specified period for obtaining the academic degree.
- Grades obtained in the deficiency courses are not factored into the cumulative GPA for postgraduate studies.

3. Pass the English language test with a minimum score of 500 in the institutional TOEFL or achieve a score of 6.0 in the IELTS.
4. Successfully pass the admission test, which is conducted at the college's campus.
5. Possess professional experience in computer usage by obtaining an ICDL certificate or Fundamentals of Digital Transformation (FDTC) during the study period.
6. Successfully undergo a personal interview with the admissions committee.

4.1.2 Program Structure

As can be shown in Table 12, the program duration is a minimum of three years, and a maximum of six years, according to the regulations of postgraduate studies at the AASTMT. The total credit hours for the program are 60 credit hours, consisting of 36 credit hours for coursework, in addition to 24 credit hours for the thesis.

- **Coursework Semesters**

Course selection in the program is contingent on the semester's offerings. It comprises seven core courses, encompassing skill development in research and scientific analysis, along with coverage of diverse business administration fields. The major course specialization (whether in marketing, finance, or BIS) phase comprises five courses, four of which are mandatory, and one can be chosen from a list of options within the specialization chosen by the student, with guidance from the academic advisor. Successful completion of these major courses is a prerequisite before entering the thesis phase.

- **Research Proposals**

After the student successfully passes the coursework stage and achieves a cumulative GPA of 3.0, and before starting the research stage, the student is mandated to submit a research proposal outline in their chosen specialization. This proposal is evaluated by both the postgraduate department and the college council and is discussed in an open seminar by a group of specialized full-time and part-time professors in the chosen field of specialization.

- **The Thesis**

The research thesis is a detailed project in the student's chosen field of specialization. It follows the principles of the scientific method and is supervised by a full professor faculty-appointed supervisor(s). The thesis should be written, presented, and defended in English or Arabic with college council approval, and general postgraduate studies rules apply.

Upon the request of the thesis supervisor(s) and their approval, the thesis judging committee (VIVA) is formed, consisting of the thesis supervisor(s) and two professors in the same field of specialization. One

committee member may be from outside AASTMT. The committee is formed based on the validity report submitted by the thesis supervisor(s). The committee reviews the thesis, and the student is invited to defend their work in an open discussion meeting. The committee submits individual and collective reports to the postgraduate department. The PhD degree is awarded based on the examiners' reports, following the academic rules applicable to doctoral thesis committees at Egyptian public universities. Students are also required to publish a research paper in a scientific journal while adhering to the academy's regulations.

Table 12 PhD in Business Administration Study Plan

- **Coursework Stages include:**

Core Courses	Cr. Hrs.
Applied Statistics	3
Research Methodology	3
PhD Seminar in Organizational Theory and Design	3
PhD Seminar in Strategic Management	3
PhD Seminar in Behavioral Science	3
PhD Seminar in Economic Theory	3
PhD Seminar in Finance	3
Total Cr. Hrs.	**21**

Obligatory Major Courses for the Marketing Major	Cr. Hrs.
Service and Relationship Marketing	3
Marketing Research	3
Advanced Topics in Marketing	3
Marketing strategy	3
Elective Course (Consumer Behavior Research, International Marketing, or Data Analysis in Marketing)	3
Total Cr. Hrs.	**15**

Obligatory Courses for the BIS Major	Cr. Hrs.
Seminar in Information Systems	3
Project Management	3
Seminar in Database	3
Seminar in Electronic Commerce	3
Elective Course (Advanced Topics in MIS, Data Communication & Networks, Human Computer Interaction, or Information System Analysis & Design)	3
Total Cr. Hrs.	**15**

Obligatory Courses for the Finance Major	Cr. Hrs.
Econometrics	3
Seminar in Asset Pricing	3
Seminar in International Finance	3
Financial Economics	3
Elective Course (Microeconomics Analysis, Dynamic Asset Pricing, Seminar in Advanced Corporate Finance, or Alternative Investment)	3
Total Cr. Hrs.	**15**

- **Thesis Stages include:**

Course Title	Cr. Hrs.
Thesis part 1	8
Thesis part 2	8
Thesis part 3	12
Total Cr. Hrs.	**24**

4.1.3 Evaluation System

4.1.3.1 Evaluation Methodology

PhD students undergo ongoing assessment throughout the semester, which includes various methods like assignments, discussions, attendance, and written, practical, and oral evaluations. The final assessment for each course combines the semester work (60% of the grade) and a final assessment (40% of the grade). This final assessment takes place at the end of the semester and takes the form of a written, practical, research, or analytical study based on the course's nature, covering all course materials.

4.1.3.2 Course Grade

The course grade is represented by symbols arranged in descending order as shown in Table 13. Each symbol corresponds to a specific point value. The student's points in a course are calculated by multiplying the value of the symbol obtained in the course by the number of approved hours for that course.

Table 13 Grade Symbols and Corresponding Values

Percentage Grade Range	Points	Grade
From 96% to 100%	4	A
From 90% to less than 96%	3.67	A-
From 86% to less than 90%	3.33	B+
From 82% to less than 86%	3.00	B
From 78% to less than 82%	2.67	B-
From 74% to less than 78%	2.33	C+
From 70% to less than 74%	2.00	C
Less than 70% (Fail)	0.00	F

To pass a course, a student must achieve a minimum grade of 70%, which is equivalent to a grade of C or higher. Grades lower than C are considered course failures. In the case of a student successfully improving their performance in a course, the achieved grade is recorded, and the highest grade obtained for the course is considered. When repeating a previously failed course, the maximum grade awarded is Good (B).

If a student doesn't attend the final exam with an acceptable excuse and has an overall course achievement of at least 36%, their result is marked as "Incomplete" (I). To complete the course, the student must take a makeup exam within two weeks of the original exam date. Failure to do so within this time frame results in the student being considered withdrawn from the course (W).

The academy's education system is based on the Credit Hours System, which permits students to avoid failing a course by opting to voluntarily withdraw. This withdrawal must be approved by both the course instructor and the academic advisor, but it's only allowed if the final exam has not been taken yet.

4.1.3.3 Cumulative GPA

The student calculates the cumulative GPA by summing the points earned in all courses studied up to a specific point and dividing them by the total credit hours completed. The general classifications are as follows:

- 2.00 to less than 2.4: Satisfactory
- 2.4 to less than 2.8: Good
- 2.8 to less than 3.4: Very Good
- 3.4 and above: Excellent
- The minimum required cumulative GPA for program continuation is 3.0 out of 4.0.

4.2 Master of Science (MSc) in Accounting

The program's primary objective is to provide advanced knowledge in accounting theories and theoretical foundations, enabling students to conduct independent scientific research. It also focuses on developing research skills and problem-solving abilities, advancing research in the accounting field, and training individuals for accounting and auditing roles in the public and private sectors. The program adapts to technological advancements and equips students with broad accounting knowledge. Furthermore, it prepares students for ongoing research in their specialization, addresses faculty and student shortages in educational institutions, and fulfills graduates' desires for postgraduate education while meeting international standards for academic excellence and program development.

4.2.1 Study Eligibility

To enroll in the Master of Science degree in Accounting program, prospective students must meet the following criteria:

1. Hold a BSc degree in accounting from a recognized faculty of commerce with at least a "Good" grade. If the grade is "Pass," a postgraduate studies diploma in accounting with at least a "Good" grade from an accredited faculty of commerce is a must. Graduates from other faculties or departments may need to complete a number of additional deficiency courses. Graduates from related fields can be considered for admission, but they may need to complete supplementary courses to equate their degree to a BSc in accounting.

2. Pass an English language test with specific minimum scores before starting their studies. For students studying in English, a minimum score of 500 in the institutional TOEFL or an equivalent international TOEFL score, or a score of 6 in IELTS, is necessary. For students studying in Arabic, a minimum score of 450 in the institutional TOEFL or an equivalent international TOEFL score, or a score of 5 in IELTS, is required. Enrollment in the program is only allowed after passing the required language test with the required score.

3. Successfully complete a personal interview and receive an assessment of at least 4 out of 5 to reduce bias in the selection process.

4. Switching from the Arabic track to the English track is possible at the end of the first semester if all courses are completed successfully with a cumulative GPA of at least 3 out of 4 and the necessary scores in the English language test are attained.

5. Possess professional experience in computer usage by obtaining an ICDL certificate or Fundamentals of Digital Transformation (FDTC) during the study duration.

6. Non-Egyptian students require approval from the cultural attaché to join the program.

4.2.2 Program Structure

The MSc in Accounting program, as shown in Table 14, has a duration of at least two and a half years and can extend up to four years, following AASTMT postgraduate study regulations. It comprises a total of 48 credit hours, with 30 credit hours dedicated to coursework (3 credit hours per course) and 18 credit hours for the thesis. The thesis, which involves submitting a research project with one or more supervisors, also requires an officially endorsed competency report in the accounting field. Successful completion involves passing an examination conducted through VIVA.

Table 14 MSc in Accounting Study Plan

First Semester (4 Core Courses - 12 Credit Hrs.)	
Course Title	**Credit Hours**
Financial Statement Analysis & Reporting	3
Corporate Finance	3
Strategic Management	3
Cost Management	3
Second Semester (4 out of 6 Elective Courses - 12 Credit Hrs.)	
Course Title	**Credit Hours**
Advanced Auditing	3
Decision Analysis and Risk Management	3
Managerial Accounting	3
Investment Management	3
Advanced Financial Accounting	3
Corporate Governance	3
Third Semester (2 Courses - 6 Credit Hrs.)	
Course Title	**Credit Hours**
Research Methodology and Dissertation Writing	3
Applied Statistics	3
One Year (18 Credit Hrs.)	
Course Title	**Credit Hours**
Thesis part 1	6
Thesis part 2	12

- **First Semester**

This semester includes four core courses that aim at developing the student's skills in research analysis. These courses must be completed before progressing to the second semester of the program.

- **Second Semester**

This semester comprises six elective courses; the student selects four of them with the assistance of the academic advisor.

- **Third Semester**

During the third semester, students take two crucial courses, research methodology and applied statistics, to acquire the necessary skills for writing and completing their thesis. Additionally, they select their research topic in this semester, submit the proposed research point, and commence their research project and thesis preparation under the guidance of academic supervision.

- **Research Proposal**

Upon completing coursework with a minimum cumulative GPA of 3.0, students must submit a research proposal. This proposal is evaluated by both the postgraduate department and the college council and is discussed in an open seminar by a group of specialized full-time and part-time professors in the accounting field.

During the seminar, the student presents the proposal, and subsequent discussion assesses its alignment with MSc in Accounting standards. If the discussion confirms the proposal's quality and objectivity, the college council appoints thesis supervisor(s) based on their expertise and dedication to teaching and supervision. The thesis supervisors should be full-time or part-time professors. This proposal preparation process typically occurs during the third semester of the program, with registration following the proposal approval.

- **The Fourth and Fifth Semesters (The thesis stage)**

In the process of completing the thesis in the specialized accounting field, students work under the supervision of one or more supervisors, with the primary supervisor being at least an associate professor in one of the accounting fields and the possibility of a third external expert supervisor. A committee for examination and judgment (VIVA) is formed; its composition must be approved by the college council and the AASTMT Vice President for Graduate Studies. Following the thesis's defense session, where the research is assessed, and under the condition that the student successfully defends his/her thesis, the student is awarded the MSc in Accounting degree based on the scientific approach, methodology, and results reached. Students are also required to publish a research paper in a scientific journal while adhering to the academy's regulations. These undergo anti-plagiarism checks, and a thesis committee evaluates them. The examination committee is formed based on competency reports, and each committee member submits an individual report. After a committee meeting and thesis defense, the committee has the authority to accept or reject the thesis. Following this process, the master's degree in science in accounting is granted or denied based on the collective reports.

- **Thesis Supervisor(s)**

The main supervisor for the MSc in Accounting is either a professor or associate professor from within AASTMT or any of the accredited universities by the Supreme Council of Egyptian Universities. The thesis supervisor is appointed by the College of Management and Technology – Cairo Council based on the alignment of their expertise with the student's research proposal. The main supervisor's responsibilities include planning, guiding, preparing reports, and evaluating the student's research throughout their enrollment. Semi-annual reports are submitted to the Graduate Studies Department, outlining the student's progress, remaining timeline for thesis completion, and planned activities. If there is a co-supervisor, both the main and co-supervisor sign the report. The co-supervisor can be either a full-time or part-time professor, with part-time co-supervisors chosen from recognized universities by the Supreme Council of Egyptian Universities. Their role involves making substantial contributions to thesis supervision, helping the student with thesis preparation, and overseeing its progress and development.

4.2.3   Evaluation System

4.2.3.1 Evaluation Methodology

MSc students are assessed throughout the semester using a variety of methods, such as research assignments, participation, attendance, and different forms of evaluation, including written, practical, and oral assessments. The final course grade is determined by combining the semester's work, which contributes 60% to the grade, and a final assessment, which contributes 40% to the grade. This final assessment takes place at the end of the semester and can take the form of a written, practical, research, or analytical study, depending on the nature of the course, covering all course materials.

4.2.3.2 Course Grade

The course grade is represented by symbols arranged in descending order as shown in Table 15. Each symbol represents a certain point value, and a student's points in a course are determined by multiplying the symbol's value received in that course by the total number of approved hours for that course.

Table 15 Grade Symbols and Corresponding Values

Percentage Grade Range	Points	Grade
From 90% to 100%	4	A
From 85% to less than 90%	3.67	A-
From 80% to less than 85%	3.33	B+
From 75% to less than 80%	3.00	B
From 70% to less than 75%	2.67	B-
From 65% to less than 70%	2.33	C+
From 60% to less than 65%	2.00	C
Less than 60% (Fail)	0.00	F

To pass a course, a student must achieve a minimum grade of 60%, which is equivalent to a "C" grade or higher. Grades lower than "C" are considered course failures. In the case of a student successfully improving their performance in a course, the achieved grade is recorded, and the highest grade obtained for the course is considered. When repeating a previously failed course, the maximum grade awarded is Good (B).

When a student doesn't attend the final exam with an acceptable excuse and has achieved at least 36% of the total course grade, their result is marked as "Incomplete" (I). The student is then required to take a makeup exam within two weeks of the original exam date; otherwise, they are considered withdrawn from the course (W).

The academy's education system follows the Credit Hours System, giving students the option to voluntarily withdraw from a course with the instructor's and academic advisor's approval, as long as the final exam has not been taken, thereby allowing them to avoid a failing grade. If the student has successfully completed at least 18 credit hours and decides to withdraw from the master's program, he/she has the chance to obtain a postgraduate diploma.

4.2.3.3 Cumulative GPA

To calculate the cumulative GPA, a student adds up the points earned in all courses they've completed up to a certain point and then divides that total by the total credit hours they've finished. The general classifications are as follows:

- 2.00 to less than 2.4: Satisfactory
- 2.4 to less than 2.8: Good
- 2.8 to less than 3.4: Very Good
- 3.4 and above: Excellent
- The minimum required cumulative GPA for program continuation is 3.0 out of 4.0.

4.3   Faculty Members of Postgraduate Programs

The faculty members in the postgraduate programs are highly qualified academics and experts with both local and international teaching and research experience. They are well-versed in the latest teaching methods and technology used by the leading universities worldwide. These faculty members are responsible for meeting course requirements according to ISO standards and following established AASTMT procedures, all of which are subject to regular reviews by entities responsible for maintaining educational quality.

4.4   Postgraduate Academic Regulations

4.4.1   Tuition Fees

Tuition fees in the program are determined by the number of approved credit hours and the cost per credit hour. Tuition fees are due at the time of registration and before the start of the academic semester. Payment is a necessary requirement for completing registration and can be made in cash or by check payable to the AASTMT's Admissions and Registration Deanery.

4.4.2   Withdrawal

Postgraduate students can drop one or more courses in a semester, but they must make the request at least two weeks before the final exam, obtain the postgraduate department's approval, and confirm that the courses are not part of extra opportunities. If all courses are dropped, it affects the students' registration status. To resume postgraduate studies later, students must meet the admission criteria during the new registration period.

4.4.3   Postponement and Deletion

The College Council, in agreement with the relevant department council and the head of the postgraduate studies department, can grant a postgraduate student an extension of registration, not exceeding two academic semesters. This extension, whether for a thesis/project or courses, doesn't count towards the maximum time allowed to earn the academic degree. Similarly, the College/Institute Council, with the approval of the relevant department council and the head of the postgraduate studies department, can suspend a student's registration for a maximum of two academic semesters, provided

that the student has passed one or more academic semesters or completed a significant portion of the thesis. To be eligible for suspension, the student must submit a request outlining reasons before the start of the academic semester, with a notice period of at least two weeks.

4.4.4   Interruption, Cancellation of Enrollment, and Restoration

Student registration in new courses can be suspended by the College Council in several cases, including failure to register within the specified period after acceptance into postgraduate studies, not passing complementary courses as required, discontinuing studies for two consecutive semesters without a valid excuse, unethical behavior towards faculty or administration, a cumulative GPA falling below 3.0 for two consecutive semesters or three separate semesters (with an opportunity to improve GPA without new course registration), exceeding the allowed deferral opportunities, breaching academic integrity or violating university rules, failing the comprehensive exam (if applicable) after two retakes, the examination committee deeming the thesis unsuitable for defense or denying the degree after the defense, not obtaining the academic degree within the maximum time frame, and receiving a grade of "F" more than twice in any academic course. In exceptional circumstances, a student can be re-enrolled after their initial enrollment has been canceled. The rules differ based on the duration of the cancellation:

- If the cancellation lasts for more than six academic semesters, the student starts anew in the program.
- If the cancellation is for six semesters or less, the student must retake specified courses, with previous completed units included in their GPA. Time spent before the cancellation counts within the maximum degree completion time.

4.4.5   Transfer

A student can transfer from one specialization to another within AASTMT with the approval from the Higher Council for Graduate Studies, considering the following:

1. Meeting admission requirements for the new department.
2. The possibility of counting completed academic units in the cumulative GPA if deemed equivalent to the new program.
3. No prior enrollment cancellation based on withdrawal rules.
4. Time spent in the original program counts within the maximum degree completion duration.
5. Only one transfer is allowed during the specified degree completion period.

4.4.6 Cheating Rules

The following Table presents the rules for cheating:

Table 16 Rules for Cheating in Postgraduate Studies During Preliminary Examinations (Penalties for Violations)

No.	Student's Offense	Penalty
1	Violating the exam system or disrupting the exam committee	Cancellation of the student's grade in the exam where the incident occurred and considering it a failure in the course
2	Refusing to follow instructions during the exam	Exclusion from the exam committee and warning of dismissal
3	Attempting to cheat in the exam	Cancellation of the student's grade in the course where the incident occurred, with those courses being marked as failures
4	Cheating in the exam, including speaking with a peer, exchanging answer sheets or questions, using unauthorized notes, attempting to copy another student's answer, writing on the exam desk or furniture, or using any other unauthorized means	Cancellation of all students' exams in the registered courses, with them being marked as failures
5	Assaulting the exam committee monitor or the exam supervision staff verbally or physically	Cancellation of the student's exam in the semester where the incident occurred and suspension of registration for the following semester
6	Impersonating another student to take the exam	Final dismissal from the academy

5   Contacts and Inquiries

The College of Management and Technology – Cairo (Heliopolis)

For more information about the College of Management and Technology**,** please contact us:

Hotline: 19838

Tel: (+202) 22686009

Fax: (+202) 22686009

E-mail: Cmt-heliopolis@aast.edu

URL: https://aast.edu/en/colleges/cmt/heliopolis/

Address: Heliopolis, Cairo, Egypt

Working hours:

Sunday-Wednesday from 8.30 am to 4.00 pm
Thursday from 8.30 am to 2.00 pm
Saturday and Friday are holidays

Postgraduate Studies Department

Tel: (+202) 22686009

Mobile: (+2) 01117050971

Admission and Registration

Tel: (+202) 22685615
     (+202) 22685616
     (+202) 22685617

Fax: (+202) 22685892

E-mail: admission.cairo@aast.edu

1972 - 2022

Years Of Excellence

Undergraduate & Postgraduate

STUDENT HANDBOOK

🌐 **https://aast.edu/en/colleges/cmt/heliopolis/**

📧 **Cmt-heliopolis@aast.edu**

📞 **19838**

📍 **Main campus in Cairo: Heliopolis**