



CIC Academic Regulations

**FOR ACADEMIC YEARS 2014-2015
Version (1)**

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Signature:

Date:

Table of Contents

1. Academic Programs	6
2. Admission/Registration	7
3. Late Registration Penalty	8
4. Credit System	8
5. Academic course Load	8
6. Academic Advising	9
7. Change of Major/Program/School	9
8. Adding /Dropping Courses	9
9. Summer Courses	11
10. Repetition of Courses	11
11. Transferring from another Institution	12
12. Grading System	12
13. Distinction & Graduation Requirements	13
14. Transcripts	14
15. Examinations/Medical Excuses/INC/Deferred/Supplementary	14
16. Academic Standing	17
17. Independent Study (IS)	18
18. Academic Dishonesty	19
19. Petitions and Appeals	21
20. Academic Dismissal	22
21. Attendance/Suspension/Excuses	22
22. English Proficiency	24
23. Computing Policy	27
24. Special Needs Students	29
25. Mentoring Unit	29
26. Training	30
27. Transferring to Canadian Partner Universities	30
28. Communication	33
29. Summary of Canadian Partners Regulations	34
30. Student's Development	36
31. Clubs Formation Policy	38

CIC Academic Regulations

General Academic Regulations

Students must follow the academic regulations of CIC, and in addition, students in the Dual CIC / Canadian programs are also required to adhere to the academic regulations of CIC's partner university in which the student is registered. The full academic regulations of CIC partner universities; Cape Breton University (CBU) (www.cbu.ca) and University of Ottawa (UO) (www.uottawa.ca) are available on their websites and at the Student Affairs (SA) office at CIC. **Students are responsible for knowing and following the academic rules and regulations listed here and at CIC's partner universities, including knowing the requirements for graduation.** Faculty advisors will assist students in planning their academic programs, but this does not relieve students of this responsibility. Faculty members teaching courses at CIC (Professors, lecturers, instructors) are identified as "Instructors" in this document. All student administration issues should be directed to the CIC Student Affairs (SA) office.

All new students should attend the freshmen orientation and acquaint themselves with the programs and college operation. All students are required to sign a "Learning Contract" upon admission stating that they will abide by the Academic Regulations written herein and the respective academic regulations of CIC's Partner University at which the student is registered.

1.0 Academic Programs at CIC

CIC offers degrees under three academic schools through the Canadian partner universities:

- Business School – Bachelor of Business Administration (CBU), Bachelor of Technology Information (CBU),
- Engineering School – Bachelor of Engineering Technology (CBU),
- Mass Communication (Honors Bachelor of Arts, specialization in Communication UO).

CIC currently offers three program options:

- **Dual Canadian / Egyptian program**
 - Upon successful completion of the program, students receive a degree from the Canadian University and another from the CIC institute, equalized and accredited from the Egyptian Ministry of Education.
- **Canadian-only program**
 - Upon successful completion of the program, students receive a degree from the Canadian university.
- **CIC only program**
 - Upon successful completion of the program, students receive a degree from the CIC institute equalized and accredited from the Egyptian Ministry of Education.

1.1 Concentrations / majors / specializations

The Canadian programs offer the following:

- Business Administration – Concentration in Finance,
 - Majors in Marketing and General

- Business Technology – Majors in: Network Management , Information Management
- Engineering Technology – Majors in :Manufacturing, Electronics & Controls
- (Arts) Communication – none

The Egyptian programs offer Majors as follows:

- Business Administration
- Business Technology - Network Management , Information Management
- Engineering – Industrial, Electrical (Communication), Civil, Mechatronics and Architecture.
- Mass Communication – Broadcasting, Journalism, PR & Advertising

*Students in BTEC wishing to attain a CS degree must transfer to the University of Windsor.

In 2011 an articulation agreement was signed between CIC Business Information Technology program and the University of Windsor where CIC students can apply to transfer to UWindsor at any time during their study to complete their degree towards a bachelor of computer science (honors applied computing) program in accordance with the admission requirements set by UWindsor. Such students may be granted up to 22 semester course credits toward the university's bachelor of computer science honors program (total 40 courses), or they may enter the bachelor of computer science (General program) & be granted up to 17 semester course credits towards the university's bachelor of computer science general program (total 30 courses).

1.2 Quality Assurance of Academic Programs

CIC abides with the SCU regulations and NAQAAE.

CIC deals with:

- MOHE with its regulations.
- SCU – sector committees for approval of operation and renewal of such an approval.
- SCU – equivalence committees for the certificate equivalence
- NAQAAE for accreditation

CIC abides with the academic regulations of the Canadian partner universities and the Egyptian ministry of Education.

2.0 Admission / Registration

Refer to the Student **Admission Guide** available from Student Affairs for admission guidelines.

Students are required to register each semester during the official registration period announced on the college Website. They plan and select their required courses with the aid of their academic advisor, who approves their selection prior to finalizing registration. Students should follow the registration bulletin giving details of where and when to go for

each stage of the registration process (as posted on CIC Boards and the student portal) before and during the registration period.

Students seeking to enroll after the scheduled **registration** period must complete an ADD form, and have the appropriate signatures, and will be accepted only if space permits. **Late enrolling students will be charged a late registration fee, and will be responsible for making up any missed coursework. Late registrations will not be permitted after the “Last Date to ADD Courses” in the CIC Academic Calendar of Events.**

Students who register for the first time at CIC must take **placement tests** in English language and/or Mathematics (Architecture for those applying in Engineering majoring in Architecture). Students transferring from other universities may also be required to take placement tests.

3.0 Late Registration Penalty

Weeks (from starting date of Semester Classes)	Fall Semester 2014/2015	Spring Semester 2014/2015
1st week	L.E.500	L.E.500
2nd week	L.E. 1000	L.E. 1000
3rd week	NO ADVISING	

This penalty is applies for all students new and returning except new students who didn't receive their Ministry Approval and had to postpone advising and registration for this reason.
Concerning the summer semester advising will be allowed only in the 1st week.

4.0 Credit System

Courses are calculated in credits. Each course has 3 credits per semester that are awarded after successful completion of the course. (Except in Engineering where some courses has different credit hours). Each course consists of 3 hour periods of class time (Except in Engineering where some courses has different periods of class time), and may include a tutorial and/or lab, and may have several sections taught at different times. Once a course section has reached its maximum capacity, it will be closed to further admission. It is important to register early in order to have the best selection of courses available.

For each academic program at CIC, a student has to earn a set number of credits to graduate. Because CIC operates under the Egyptian Ministry of Higher Education regulations, the number of courses required to graduate may differ from the academic regulations of CIC's partner Universities.

5.0 Academic Course Load

Full time students normally take an academic course load of 11-12 courses per academic year in Business (33 -36 Credits) and 12 courses in Mass Com (36 Credits). In Engineering course credits are different but the average per year is still 12 courses per academic year (For New Engineering Bylaws starting cohort 2012, kindly refer to the Engineering Head of Department for consultation with respect to the Academic Course Load).

The students must obtain written approval from the Dean to exceed the normal load. **Under no circumstances** will the student be allowed to take more than the allowed course load per semester in a **Dual / Canadian program**. Students taking extra course load per semester must have a minimum GPA of 75% or above and the Dean's Approval.

Full time students must be registered in their permitted course load per semester, unless they: (a) are seniors who need to complete their degree requirements, (b) on academic probation (c) have been restricted from a normal course load due to CIC's academic regulations.

6.0 Academic Advising

Students should meet regularly with their academic advisors who will advise them of the courses needed and how to fulfill the requirements of each intended major. The advisors and the students plan the student's academic program, including course section and lab section on the timetable. The advisor must sign the registration form for it to be valid and keeps a file on the students' progress. Students are encouraged to consult with their Program Coordinator or Head of Department on any academic issue or question. **Students are responsible for their program of study and to keep track of the courses required for graduation.** (Please refer to the list of the academic advisors, and program coordinators listed on boards in each school).

7.0 Change of Major/Program/School

Students may want to change their major/program/school or may be required to change it by the college, at sometime during their study in CIC. The acceptance of this change will be governed by the admission requirements stated in the catalog of the year during which they apply for the change and by the Ministry approval. Forms are available in the SA Department. **Change of major/program can be made only ONCE** and requests must be made at the beginning of the academic year and no later than **mid of October**. **A fee of L.E. 500** is paid upon any change of School, major or program as all students' information will need to be processed again according to the new change.

Students may not change their school/major/program in their senior year unless approved by the **Dean & the CIC International Affairs Office**. Students who have been granted approval will not be given any special considerations regarding course or admission to the program requirements and only applicable courses will be transferred.

8.0 Adding or Dropping Courses

During the academic semester and after the registration period, students might need to add and/or drop courses or switch sections in the same course. Under no circumstances will students be permitted to ADD any courses after the **"Last Date to ADD Courses" in the CIC Academic Calendar of Events**.

- All course changes, including section changes, adding or dropping courses require a formal procedure that begins with completion of an Academic Petition Form (1). Students who wish to add or drop courses must obtain this form from the SA Department.
- Students may add courses up until the deadline. After that no courses will be added to the student's schedule.
- The ADD / DROP (change of status form) must be returned to the SA office for processing.

- After the first 2 weeks of classes, students cannot add a new course to their schedule (or change a section).
- All Adds, Drops and Withdrawals must be approved by the Head of Department.
- Tuition fees refunded are reduced weekly until the sixth week of classes, after which no refunds are given.
- Students may drop courses without academic penalty up until the 12th week of study (course will appear on transcript as "W").
- Starting the 12th week onward students dropping courses will be getting an "F" Grade.

8.1 Semester Drop

If during the course of study a student is unable to complete an academic semester because of severe illness or any other justified reason (for more details please refer to article 14), the student may be given permission to drop the semester as follows:

- Complete a change of status form from the SA office and attach it to the documents supporting the reason for drop such as a medical report.
- The parent/legal guardian must be notified by phone
- (Refund will be according to the Drop policy).
- **Important notice:** if the student drop a semester without following the official procedures as stated above and filling in the required form, the student pay **L.E. 500** as a penalty fee upon registering for the upcoming semester.

8.2 Academic Year Drop

Students may need to take a planned year of absence from the college. As long as this absence does not exceed an academic year, the student will maintain their status as a continuing student. Students who do not return within their approved absence will have to re-apply for admission with all pertaining semesters and conditions. To drop for the period of an academic year, students must:

- Complete the change of status form obtainable from the SA Office and attach it to the documents supporting his/her reason for dropping.
- Have the document signed by the parent / legal guardian and submit to the SA office with any necessary paperwork.
- The form has to be signed for approval from the Ministry Affairs Division and the finance to be applied.
- The student who dropped an academic year (Fall and Spring) **is not permitted** to register in the **summer semester**.
- **The application deadline is the final day of the examination period of the semester immediately preceding the requested leave.**
- Students will be notified of acceptance or refusal of their request.
- The parent/legal guardian must be notified by phone and an official letter to be sent by the student affairs and a copy kept in the student's file.

- **Important notice:** if the student drop a year without following the official procedures , as stated above, and filling in the required form, the student pay L.E. **1000 as a penalty** fee upon registering for the upcoming Semester. When he/she comes to register again, he/she must fill a re-admission form.
- **Students who drop a semester and don't show up in the next will be treated as those who made a year drop and the penalty will apply.**

8.3 Readmission

CIC **student who withdrew from college for two semesters (one academic year) must apply for re-admission** and will be paying a fee of L.E. 600 upon registration for the upcoming semester. Readmission is offered on a space-available basis and ***is not guaranteed***. The application must be submitted to the Registrar's Office by the registration date and the re-admission application fee has to be paid.

CIC students **dropping more than 4 consecutive semesters** can not apply for re-admission but for admission **as new students** without any previous courses taken being transferred. Admission is not guaranteed and will be with all pertaining fees and academic years' rules and conditions as well as Ministry Affairs approval.

9.0 Summer Semester Courses

CIC courses taken during the summer semester are considered to be regular college courses and cover the same material as a regular semester, but over seven weeks. Summer semester courses are offered to help those students who did not pass required prerequisite courses in the previous semester. Courses are opened according to the number of students registered in the course with priority for the spring courses.

- Students may only take summer courses that are offered and providing there is sufficient enrolment for the course.
- The maximum number of courses taken in the summer concurrently is two. Permission may be given to **graduating students** to take (3 courses) courses concurrently for the graduation year.
- Attendance and Examinations are the same as the regular semester and students are advised that each day missed is similar to missing two days in the regular semester.
- Students may not ADD a summer course once the registration is closed.
- Students who drop a summer course after the deadline automatically will receive a **W** grade with no refund.

10.0 Repetition of Courses

Students studying in the college may need to repeat a course because of failure. The following applies:

Students are advised that a course may not be repeated in the following semester if the "F" received is due to academic dishonesty.

All course grades appear on the transcript; however only the highest grade recorded is used to calculate the average for graduation

Students may only repeat failed courses as follows:

- **Students may repeat a failed course two (2) times (total 3 times)**

NOTE: for the Canadian programs, students failing more than permitted number of times will be dropped from the program.

NOTE: Students in the CIC program only failing more than the permitted number of times will have to be readmitted to college and will pay a penalty fee of L.E 600.

11.0 Transferring Courses from Other Institutions

Students registered at CIC may have taken courses from other institutions and wish to transfer the credits towards their program. The SA Department will submit students' requests for course transfer to the Dean of CIC and the Canadian partner university Dean (relevant Dean) through the CIC International Affairs Division. Students must provide course descriptions; details of textbooks used, and provide an original transcript in English along with Official Student Status (Bayan Hala).

- The relevant Dean is: CIC Dean for CIC programs, Canadian partner Dean for Canadian only programs, both the CIC Dean and Canadian partner Dean for Dual program students.
- The students' transcript will list the transferred courses as a Transfer Credit (TC) and no grades are shown.
- Transfer credits are only given at admission, for passed courses and cannot be applied later.
- Transfer credit will be offered for first and second year courses, and will be assigned by the Dean who may approve courses beyond the second year.
- Transfer credits will not be allowed for the 3rd, 4th or 5th year courses within the Canadian / Dual programs, without the Canadian universities approval.
- Students who are registered at CIC in the Canadian Program ONLY, and wish to take a course(s) for credit at another institution during their program at CIC, MUST receive permission from the relevant Dean prior to registering for the course. Failure to have received permission will mean no credit will be granted for the courses(s) taken. (This applies only to the Canadian only program students and does not apply to Dual or CIC programs).

12.0 Grading System

Student course work is evaluated each semester through examinations, quizzes, assignments, reports and other means. Final examinations take place at the end of the semester and review the entire semester's work. **Within the first week of each course, the instructor shall provide the students a written description of the evaluation procedure to be employed, including a description of all the elements of the final grade in the course and the percentage assigned to each element.** The passing grade in most courses is "D" or 50% (Except for Intensive English courses for students in the Dual and Canadian programs where the passing grade is 60%). The grading systems used at CIC are available from the academic department office.

11.1 Normalization of grades

The use of a predetermined distribution (statistical or otherwise) in order to determine the assignment of marks is contrary to the principles of evaluation endorsed by the Canadian partner universities.

Academic departments must take appropriate measures to ensure that members of the teaching staff assign marks which accurately reflect the definitions of student performance established in the official grading system.

When it is determined that the assignment of marks in one or several courses is not in accordance with the official grading system or with the faculty guidelines for its implementation, the department can take any corrective action required, provided however that no such measure results in a mark lower to that previously communicated to a student.

(This process takes place according to the high committee of Exams and the academic council approval).

13.0 Distinction & Graduation Requirements

1. To graduate a student must be in a good Academic Standing (please refer to article 15 below).

2. Starting Cohort 2014 onward, CIC students in the regular program must attain an Official ILETS Score of 5.5 or equivalent before graduation.

3. Student must fill in a graduation application form available in the Student Affairs Department.

CIC recognizes academic excellence in students through the award of the Distinction status. The college awards Distinction to students who have achieved an average of 75% or more in the previous semester. These students are placed on the Deans' list of Scholarly Excellence.

Students who graduate with a cumulative average of 85% over the academic year earn high distinction and are listed in the Dean's Scholarly Excellence with Distinction and are presented with a Certificate of Distinction.

Students meeting their program requirements by May will graduate in July. Graduation normally occurs in July in Cairo. CBU have a graduation in October (Fall graduation) when students who successfully complete the degree requirements in the summer semester may apply to graduate.

Students MUST apply to graduate by the date shown in the Calendar of Events, and pay an administrative fee. Details are with the Student Affairs office.

In addition, students may be awarded as follows:

Superior (High-honor) Student - Student who fulfills the following:

- His/her GPA is higher than 90%
- Has no previous penalties as per CIC rules & regulations
- Student who has a valuable contribution in serving community is preferable

Creative Student - Student who fulfills the following:

- First three rated in international, national or universities competitions (art/athletic/cultural...)
- High-honor student is preferable

14.0 Transcripts

A transcript is a complete record of the student's academic performance and is maintained by the SA Department. Only the attending institution may provide transcripts. Students may request a copy or copies of their transcript at any time, bearing in mind the following:

- Official transcripts issued at the student's request and are stamped by the Registrar and a fee must be paid before issuance
- For students in the Canadian / Dual program will receive their final transcripts from CIC and / or its partner University. **It is the students' responsibility to ensure that their names are correct for the final transcript and certificate before the deadline shown in the academic Calendar of events.**
- **Official transcripts stamped by the Egyptian Ministry of Higher Education can be issued upon the student's request with a specific fee and can be received within 5 working days.**
- Duplicate copies of transcripts are available through the SA office for a fee.
- Students are responsible for their program of study and that they meet the requirements for graduation.

15.0 Examinations/Medical Excuses/INC/Deferred/Supplementary

Tests are held periodically during the semester and are set by the course instructor. Notice of tests may or may not be given (pop tests). **Make-up tests are NOT given unless a bona fide medical or official excuse is presented.** (Medical Reports are accepted from the following hospitals **only**: Cleopatra, Al Rehab, Dar El Foad, Zayed and the National Bank hospitals **ONLY**). However, in case of accidents or emergency, the cases will be evaluated on case by case bases. Evaluation of cases will involve the CIC Doctor, the CIC Dean and the Student Affairs Director.

Medical excuses reports from the mentioned hospitals should be submitted within 48 hours to the CIC SA (by the student or one of his parents). Medical excuse report **is approved by the CIC Clinic, the Dean, and then returned to SA office to inform the student with the result. Official excuses are subject to acceptance or refusal by the dean.** No excuses will be accepted during the mid-term or final exam periods unless it is an emergency case. Emergency cases are presented to the Dean and he has the authority to accept or refuse.

Examinations are held at the end of each semester and scheduled by the Dean's office. Exam control committees oversee the administration of all exams. No test or examination, with the exception of practical laboratory examinations, may be held in any course in the five teaching days prior to the start of the final semester examinations. **This provision cannot be waived even by mutual consent of students and instructor.**

The final exam schedule is posted **two weeks** prior to the start of the final exams. It is the students' responsibility to accurately copy down their exam schedule, as missing an exam through incorrect dates / times on the part of the student is not an acceptable excuse for a deferred exam. Students who find a conflict on the posted schedule must inform the head of the Department for a conflict exam date / room.

15.1 Refused Examinations

The Instructor can decide to prevent a student from attending an examination in one or more subjects according to their attendance status in lectures or labs.

15.2 Deferred Examinations

In some cases students may face extreme circumstances in which they will be unable to write an exam at the scheduled time or suffer illness during the exam. CIC may permit a deferred examination, provided that the following steps and conditions are met:

1. The student submits a written request form (obtainable from the SA Department), **within 3 days (maximum) after the examination date**, to defer the exam beyond the examination period. A specific fee is required for deferred exams.
2. Students should submit any official documents to prove their case attached to the request form (why they want to defer the exam) or a faculty recommendation.
3. The SA Department will submit the request form together with the documents to the Dean for approval, who will consult with the faculty members through the academic council. The case may or may not be accepted.
4. The student should check with the SA Department to know whether or not their request was accepted, and if so, what their new exam date will be.
5. The exam date will be **within no more than one month after the beginning of the new academic semester**.
6. The SA Department announces the date given for the deferred exam on the SA notice boards.
7. Failure to comply with the above will leave the grade as the original earned value.

15.3 Missing tests, exams, etc

- Absence from any midterm examination or test, or late submission of assignments due to illness, must be justified (according to rules in section 14); otherwise, no make-up will be permitted.
- In case of official excuses given by a student which justifies his absence and accepted by the dean in consultation with the department, the department asks the professor to set a date for a special examination or for handing in the assignment.
- Absence from an examination for any other reason must be justified in writing no later than three working days after the examination. The Dean reserves the right to accept or reject the reason presented. Reasons such as travel, employment and misreading the examination schedule are not usually accepted.

15.4 Incomplete Grade (INC)

INC grades are given in special circumstances where a student fails to complete the **course work** in time through extenuating circumstances. The Instructor may offer an incomplete to a student who can demonstrate justification for not completing the coursework on time.

The following conditions must be met:

1. Students must be in Good Academic Standing.
2. **Request must be admitted before the final examination.**
3. The Instructor must request the Dean for an INC grade before the coursework marks date.
4. The Dean must approve the request

5. A final coursework grade must be submitted within 2 weeks of the INC being approved.
6. **Students with medical problems must notify the SA department who in turn should inform the head of the academic department and Instructor.** Medical certificates (according to rules in section 14);

15.5 Supplementary Examinations

Supplementary examinations may be offered to eligible graduating students by the Dean after consulting the Instructor. **Not all courses offer supplementary examinations** (see item 15 in the following).

Supplementaries are usually only offered when the grade on the supplementary could result in a revised final course grade of at least 50%. Since the supplementary examination is to replace the final written examination paper in the course, the supplementaries will only be granted when the final grade in the course is based upon a written final examination.

To be eligible to write a supplementary, the student must:

- Be In their graduation year
- Have no less than 40% in the failed course
- Have permission of the Instructor and the approval given by the HOD,
- Have an average including the failed subject of not less than 55% in the current semester.

The following applies to supplementary examinations:

1. Academic forms for Supplementary exams should be submitted within **one week** after the announcement of the semester results.
2. Supplementary examinations will be written within **two weeks** after the announcement of the semester results. Students apply to the SA office.
3. An administration fee of 600 LE is to be paid before writing the exam.
4. Student should attend the final exam in order to be able to submit an Academic Form.
5. The student bears the responsibility for applying for his/her exams according to Student Affairs Department instructions for date and time.
6. Cancelling of the supplementary exam can be done by withdrawing the form up to one working day prior to writing exam date and the fee returned. If the academic form for the supplementary exam is not cancelled and the exam is not attended, the subject is recorded as failure (F) and a second supplementary examination cannot be written in that course. Fees are not refundable.
7. Students passing the supplementary exam will get no more than C as a grade.
8. The Student Affairs Department informs the students with the date of the exam.
9. The Dean is to assign preparing the exams for the Head of each department to set a day, time and place for the exam.
10. The Head of departments prepare exam schedules present it to the Dean's Office. The Dean then sends a copy of the exams schedule it to Student Affairs Department.

11. The control unit enters the results on the system.
12. A hard copy of the results sent from Dean's office to the Student Affairs Department.
13. A soft copy is sent to the international affairs office.
14. Students failing a supplementary examination must repeat the course to obtain credit. If a failing grade is achieved during the repetition of the course, a supplementary examination is not permitted.
15. **Supplementary will not be permitted in those courses in which the student has failed the laboratory portion of the course.** This includes the writing of semester papers, major projects, or other criteria outside the written examination as specified by the instructor.
16. Supplementary examination grades replace the final exam grade only and are used with the course work to calculate the final grade.
 - The Student should fill an academic form for supplementary exam at SA to be approved by the Dean first before paying the exam fees.
 - The dean's office should send the final supplementary list to SA maximum two days before the exam date.
 - If the student applied for two supplementary exams and got approved by the dean, the student will get two receipts as per each exam.

16.0 Academic Standing

All CIC students registered in a minimum of four (4) courses in one semester will be reviewed with respect to academic performance. Summer semesters are not reviewed.

All students entering CIC are admitted in "**Good Academic Standing**". This means they have met the minimum standard required for continued, unrestricted study at the college. Students are advised that meeting this minimum standard may NOT be sufficient to satisfy the graduation requirements of their program of study. Graduation requirements vary by program, see program details. To maintain a good academic standing, students must maintain a grade average as follows;

- **Students studying CIC / CBU programs - 65%**
- **Students studying CIC / UO programs - 70%**
- **Students studying CIC program - 65%**

In most cases students who fail to achieve these standards are placed on Academic Warning (probation) for two semesters*. This period allows the student to search for the reason for the deficiency and correct it. Assessment is taken at the end of semester exams.

- At the end of each Semester, students with averages of less than the required average over the previous semester will be placed on **Academic Alert**.
- At the end of the Spring Semester, students with average less than the required average over the previous two semesters will be placed on **Academic Warning***.
- ***Students in UO program will be dropped from their program if they fail to maintain the required average after four (4) consecutive semesters.**

- The Dual Students programs must satisfy the highest percentage of both regulations from the ministry's probation policy and the Canadian University's probation policy.

Students on **Academic Alert** will receive an official notice to inform them of their new status and will be advised to visit the Mentoring Unit. If the student fails to maintain the required average during next semester (not including summer) they will be placed on **Academic Warning**.

Students on **Academic Warning** will receive an official notice to inform them of their new status and will be advised to visit the Mentoring Unit. This notice will contain the steps required for the student to remedy their probation status. These students **are restricted to registering in only 3 courses for each of the next two semesters.**

Students on **Academic Warning** will have two semesters to clear their deficiencies, **not including summer semesters.** If the students on Academic Warning average remains below the required average they must apply to the Dean for continuation. If their average remains below the required average they will be **restricted to registering in only 2 credit courses for the next two semesters.**

- **Students in CBU's programs (Canadian or Dual) who fail 50% of their courses and have an average of below 50% over the previous four (4) semesters will be dropped from the Canadian programs.**
- **Students in UO must maintain an average of 70% or above in their first two years to be able to be conditionally or finally accepted at UOttawa. Those who will fail to maintain this average over the first four semesters will be dropped from the program.**

Students on **Academic Warning** will not be allowed to participate actively, or represent the college in co-curricular activities such as teams, clubs and College competitions.

Students may appeal any decision to the Dean, if they feel it is unjustified. The Dean will consult with the department and provide his final decision.

17.0 Independent Study (IS)

Independent Study (IS) courses are offered only for graduating students in their final year of study, **only** if resources are available and the following is applicable:

- **Independent Study courses will only be offered to students to meet graduation requirements.** (17 courses left (registering in Fall), or 10 Courses left (registering in Spring) or 3 courses left (registering in Summer).
- IS courses are arranged between the student and an instructor, and require the approval of the Head of Department and the Dean.
- Potential Grads students in their final year can have maximum 2 independent courses per semester.
- Student can register in a maximum of 3 IS Courses (with the third being offered if required in the final semester).
- If the student has only 3 courses remaining to graduate he/she can take them as independent ONLY if they are not opened regularly.
- The third IS course should be approved by the Dean

- Students who are taking IS courses are responsible for making arrangements with the instructor and for submitting their work and taking tests, etc.
- IS courses rely on the student being responsible enough to work independently
- Registration for IS courses should be within the registration period.
- **Changing a regular offered subject to an IS subject is not permitted.**
- **Students cannot use IS courses to exceed the maximum academic load.**
- Starting from spring of the academic year 2012/2013 the independent courses will be charged with normal fees per course in addition to 25% of the total fee/course.
- Weekly attendance should be taken by the lecturer.

18.0 Academic Dishonesty

All members of CIC are called upon to demonstrate a respect for academic honesty. All students are required to maintain the concepts of academic integrity and the values of academic honesty. The reputation of CIC, its staff and its students depend on the fact that each and every member of this community maintains responsibility for the level of integrity required to preserve an honest environment.

The Instructors will deal with academic dishonesty in the manner that they see fit. Disciplinary action may range from a warning, to submitting the students name and evidence to the relevant Dean.

All cases will be reported to the department and if the need arises a special council will be organized to investigate the case of academic dishonesty and submit a recommendation. All students reported for academic dishonesty will receive an official letter of warning that will remain in the student's file. The School Dean must also inform the student involved of their rights to appeal to the College Appeals Committee. Details about the College Appeals Committee will be available at the registrar's office.

18.1 Plagiarism (Copying)

Plagiarism is the form of academic dishonesty in which the student submits or presents the work of another person, partially or completely, as his or her own without proper acknowledgement.

Copying and pasting from the internet, a printed source, or other resource without proper acknowledgement;

Copying from another student;

Using direct quotations or large sections of paraphrased material in an assignment without appropriate acknowledgement;

Submitting the same piece of work in more than one course without the permission of the instructor(s)

Knowingly allowing an essay or assignment to be copied by someone else

Buying or selling of semester papers or assignments and submitting them as one's own is NOT permitted.

Penalties:**First offence:**

The Instructor will assign a grade of **zero for the plagiarized work**. The instructor will inform the student of the plagiarism policy.

Second offence:

The Instructor will assign a grade of **zero for the plagiarized work**. The instructor will inform the Dean who will place a note in the students' file, and inform the student, in writing of the plagiarism policy.

Third offence:

The instructor will inform the Dean who will assess the case and may assign **a zero in the course** in which plagiarism took place. The Dean will notify the student, in writing that another violation of the plagiarism policy in any course may result in discontinuation from the program.

Upon discontinuation from the program, the student will not be permitted to register in any courses at CIC or any of its partner Universities for twelve (12) months as of the date of discontinuance, nor will the college accept transfer credits from other institutions if they were earned during this period.

18.2 Cheating

Cheating is the use, possession, receipt or transmission of unauthorized information pertinent to the subjects of any supervised test or examination during such test or examination, or an attempt to commit the same.

Impersonation of a candidate at a test or examination is another form of cheating, and both parties are considered to have committed the offence. The exam proctor will impound the papers of any student who appears to be a willing or knowing participant, as well as other evidence, and report to the relevant authority.

Penalties:**Mid Term:**

The student will receive a grade of zero for the exam, and will not be permitted to re-write.

Final Exam:

Students accused of cheating in a final exam will have their papers confiscated and will be investigated by the office of the Dean. If the accusation is upheld, the Dean will form a "discipline council" to determine the penalty, including assigning an F grade to all courses in that semester or dismissal for CIC. The student may appeal under the Appeal Process within 14 days of the verdict if they feel they have been treated unfairly. Under the Egyptian regulations, a student found guilty of cheating will have all courses taken that semester cancelled.

18.3 Fabrication

Fabrication is the invention or falsification of information, data, or citation and failing to provide an accurate account of how the information, data or citations were gathered. This also includes altering grades, documents affecting academic records, forging signatures or authorizing false information on an official academic document, grade, letter, form, ID card, or any other college document.

18.4 Unauthorized Access and Tampering with records

This involves viewing or altering in any way computer or written records, pertaining to grades, or student records. This also includes releasing and distributing information gathered by unauthorized means.

18.5 Unfair Advantage

This involves obtaining or attempting to obtain unfair advantage over fellow students by gaining, retaining possessing or providing access to materials pertaining to examinations prior to the time authorized by the instructor and without his approval. This also includes destroying, defacing or stealing any material that may deprive others of use and obstruct their work. Offering bribes to staff or any college employee to affect a grade change will also be considered trying to gain unfair advantage over other students.

Penalties:

In all cases, an investigation will be conducted by the Dean (and the discipline committee) who will decide the penalty which may include dismissal from the college. The student may appeal under the Appeal Process if they feel they have been treated unfairly.

19.0 Petitions and Appeals

Students who have grounds for believing themselves unjustly treated within the college may like to seek appropriate avenues open to them to appeal decisions or lodge a complaint, using a "CIC Petition Form".

19.1 Petitions

Petitions are used by the student to seek a review of a situation or to lodge a complaint. Petition forms are available at the SA office. Only petitions from individual students are accepted. The petition may be upheld or declined. If declined the student may appeal the decision. No petition will be applied without the receiving officer from Student Affairs signature. Petitions must be completed with supporting documents if appropriate and with clear readable handwriting.

19.2 Appeals

1. Appeals for decisions against a student may be submitted as a petition, see 18.1
2. Applications for final grade appeal must be made within the time frame stated below. Grades may be raised or lowered through reassessment.
3. **The ONLY grounds for application of reassessment of final grades are that the student believes that the grading criteria were inconsistently applied to that individual student, whether through error, carelessness or discrimination.**
4. As final exams at CIC are graded "blind", they alone will not be considered on their own for reassessment, only as a check by the instructor to ensure accuracy.
5. **Students** must provide all information, including tests and assignments in the case of a course being reassessed.
6. An administration fee of 100LE must be paid in order to process the petition each time. If the appeal is upheld in favor of the student, the fee is refunded.

In the case of final grade appeals the following process is followed:

Stage 1:

No later than one (1) week after the announcement of results fill in an Academic Form Obtained from the student Affairs for re-assessment. If the decision seems unfair to you. You must submit an Appeal form that will be reviewed by a committee.

The student may appeal by submitting an Appeal petition form to the SA office, indicating specifically what is to be reassessed and specifics of why the student believes the grade/decision is unfair.

Stage 2:

The Head of the Appeal committee will review the petition and request the course Instructor to review the submitted materials and final examination and give the decision to the SA who will notify the student.

The decision of this committee is final.

20.0 Academic Dismissal

Is when a student is suspended in accordance with the expectations of the College, or has poor academic performance.

Dismissal may occur as a result of any of the following:

- Students who fail English Foundation Courses three (3) times (Students in the Dual/Canadian Programs Only).
- Academic dishonesty
- As a result of an investigation

21.0 Attendance/Suspension/Excuses

No person is allowed to attend a class unless officially registered in CIC with the appropriate fees paid. Students, who attend, participate and complete course requirements without formal registration will not receive credit for their work.

The Canadian International College aims to maximize attendance rates in order to ensure that all students are able to take the fullest advantage of the learning experiences available to them. Student attendance remains the number one factor affecting the overall achievement of students at CIC. Attendance is a major factor that influences student learning. The business world of today recognizes that good attendance is a crucial factor in a good employee. To help students learn the discipline required in today's work place, the following policy is in place at CIC. All students are expected to attend the College and all of their classes and labs regularly and punctually.

1. Attendance will be taken at the beginning of each hour of class. Students entering the class after registration is taken could be refused entry or entered as absent, unless a valid excuse, accepted by the instructor is given. Anyone leaving the class before adjournment must ask permission of the instructor or be recorded as absent.
2. **Warning will be given to students who are absent from classes and labs, and marks will be deducted for unexcused absences.** In all cases, a report will be put in the students file. When absences in a course reach an unacceptable level, the student will not be allowed to continue attending the course. Classes and labs are treated separately. Attendance is not taken for tutorial classes; however students are expected to attend all tutorials as quizzes may be given. The following applies to unexcused absences in any one course:

- Only one written warning will be given after three recorded absent lectures or 15 hours of ESL classes absence and writing that he will be suspended if he completes 4 weeks or 4 lectures
- In some circumstances, a student may fulfill the course requirements using alternative learning methods (e.g. media conferencing with the instructor, material available on the Internet, etc.), or Independent Study. In such cases, the normal attendance warning and actions could be waived provided that the instructor has given permission. These circumstances are upon approval or refusal by the instructor and the Dean.
- When a student is dropped from a course due to the attendance policy, an 'F' grade is assigned to the student for that course, unless the student gives a valid reason approved by the CIC academic council and drops the course officially within one week from suspension. In case of approval of the student excuse and approval of the CIC academic council, the student can be given a "W" grade.

Medical Condition:

Any medical certificate which will affect the suspension decision must be submitted to the SA **within a maximum of 2 days** according to the rules in article 14.

1. Student must inform the Student Affairs Department as soon as he/she gets ill and according to rules in item 14. Student Affairs should in turn inform the head of the academic department concerned of the student condition.
2. The student must provide an official Medical certificate from CIC approved Medical Centers/hospitals. Medical Reports are accepted from the following hospitals **only**: Cleopatra, Al Rehab, Dar El Foad, Zayed and the National Bank hospitals. Medical excuses should be submitted within 48 hours to the CIC Clinic and at most one week before the final exams. In case of accidents or emergency cases will be evaluated on a case-by-case basis.
3. Medical certificates are verified by the CIC Doctor for accuracy.

HR Letters:

Excuses using what is called an HR letter will not be accepted.

Emergencies

Students who face emergencies, such as a death in the family, serious illness of a family member, or court appearances, that makes attendance impossible or other situations beyond their control should notify the SA office immediately. Even with advanced notice, whether a student will be allowed to make up course work missed because of an emergency will depend on the attendance policy stated in the course syllabus.

An Instructor may drop any student who violated the attendance rules to warrant a pass in the course, with approval by the Dean. The formal Drop procedures must be followed and the student has the right to Appeal.

22.0 English language Proficiency

Students at CIC are expected to maintain a certain level of English Language, as all courses are delivered in English. The English language program at CIC is designed to help students achieve the required level of English proficiency for transfer to CIC's partner universities and to be able to continue studying content courses in English within the Egyptian CIC program.

A brochure is available in the student Affairs explaining all the English requirements.

Students are required to take an official English Proficiency Exam (IELTS or TOEFL iBT) in order to qualify for **Final** admission into our partner Canadian universities. University of Ottawa and Cape Breton University Programs by the end of year two.

CIC students in the regular program cohorts 2014 onward must show an official English proficiency of ILETS 5.5 or equivalent before graduation from any of the CIC academic programs in all schools and of course in both campuses.

University	TOEFL iBT	IELTS
University of Ottawa	92 (writing 24)	6.5 - Writing 6.5
CBU	80 (writing 20)	6.5 – (no band below 6.0)
CIC	71	5.5

- Students in the Canadian and Dual programs that are conditionally accepted **MUST** achieve the required English proficiency score as follows or they will be **DROPPED** from the Canadian university programs:
 - UO : TOEFL iBT 80 / IELTS 6 by the end of the 1st year
TOEFL iBT 92 / IELTS 6.5 (writing section 6.5) by the end of the 2nd year
 - CBU : TOEFL iBT 80 / IELTS 6.5 (no band below 6.0) by the end of the 2nd year
- **For full registration/final acceptance or transfer to University of Ottawa (UO), students must have a TOEFL iBT 92 / IELTS 6.5 (writing section 6.5)**
- **For full registration/final acceptance or transfer to Cape Breton University (CBU), students must have a TOEFL iBT 80 / IELTS 6.5 (no band below 6.0)**
- **For transfer to University of Windsor, students must have a TOEFL iBT 83 / IELTS 6.5**
- **For students to be eligible for the Student Exchange program with CBU, students must have a TOEFL iBT 80 / IELTS 6.5 (no band below 6.0)**
- Students transferring from other universities must comply with the requirements above, unless they have taken courses in an institution where English is the language of instruction in a country where English is an official language.

22.1 Partner Universities' rules

CBU

- a. All students must fill the CBU admission application form upon admission and submit all required documents in English.
- b. Documents of new students must be scanned by SA and submitted to the CIC International Affairs Office within 30 days from the beginning of the semester to be submitted to CBU as per the new agreement.
- c. XML file with the new students information including registration must be also submitted from CIC IT to the International Affairs office immediately after the registration period is over.
- d. Cohort 2010 and 2011 cannot register in 4th level courses before attaining the required official TOEFL/IELTS score. Courses registered won't be count.
- e. Students in cohorts 2012 onward must get the TOEFL/IELTS Score by the end of year (2) at CIC or they will be dropped from the program. Students must provide an official TOEFL/IELTS document to the International Affairs Office.

UOttawa

- a. All students in UOttawa must fill the UOttawa admission application form & acknowledgement form upon admission and submit all required documents in English.
- b. An Excel sheet file with the new students information including must be submitted from CIC IT to the International Affairs office immediately after the registration period is over.
- c. Mass Com. Students in the Dual or Canadian Programs from Cohort 2012 must present their ILETS Score of 6.5 (writing – 6.5) or equivalent by end of June 2014.
- d. Mass Com. Students in the Dual or Canadian Programs from Cohort 2013 must present their ILETS Score of 6.2 (writing – 6.0) or equivalent by end of June 2014.
- e. All official scores must be submitted to the international affairs office.
- f. Students in year one or two with the required English Proficiency score pertaining must fill in the UOttawa Admission application form through the CIC International Affairs office if they hadn't completed that upon admission.
- g. Mass Com students in the Dual or Canadian programs applying for conditional or final admission upon attaining the required English Proficiency score will pay \$170 dollars as UOttawa admission application fee (this might change every year according to UOttawa instructions on their website). When accepted the student get a welcoming letter with a UO ID.
- h. Admission or conditional admission to UO will require a CIC GPA of 70% in addition to the English proficiency score.
- i. Note: Mass Com Student in UO program or under UO Supervision will be having access to UO Library from cohort 2012 onward.
- j. All students under supervision will have a letter from the Dean at the end of their study saying they have studied certain listed courses under UO supervision.

22.2 The Summer Bridge Program

What is Summer Bridge?

Summer Bridge is an intensive three-week program of comprehensive skill-building and orientation for freshmen students who are new to CIC. The program is for students who have been accepted at CIC, but who demonstrate the need to improve their skills in English and computer.

Purpose of the Program

The purpose of the Summer Bridge Program is to provide an intensive orientation program for entering freshmen and transfer students who are not fully prepared to meet the demands of college instruction and to prepare them for the transition to college life. Our goal is to generate in our participants the skills and motivation necessary for success in completing a bachelor degree.

What will I do in the program?

Summer Bridge participants will engage in daily activities for three consecutive learning-intensive weeks. Students will attend Math, English, study skills, orientation, critical thinking and choosing your major and career path classes which last all morning and into the afternoon. Students will meet the staff and faculty of the campus, and meet and work with new friends and future classmates. Additionally, there are campus tours, sporting events, extra-curricular activities, and guest speakers. All of these-including meals and transportation to the event will be provided for participants.

Staff of the Summer Bridge Program

Professional and Para-professional staff who are experienced in working with and providing support services to a wide variety of students throughout the academic year; instructors & TAs who teach at CIC who have a proven commitment to working with students of diverse educational and cultural backgrounds, trained graduates and senior students of CIC who have an interest in helping other students to successfully make the transition from high school to college life; these represent the experienced staff of the Summer Bridge Program.

Benefits of Participation:

- Orientation for positive social and academic transition to college
- Enhance your potential for academic success
- Develop networks of "study buddies"
- Meet with academic advisor, mentors and freshmen coaches
- Register for subsequent Fall semester classes

What students will learn?

- Where facilities are located on campus

- How to use the library and IT facilities
- Study, time, and money management skills
- What it is like to be in a college
- Self-advocacy skills
- How to choose your major/future career
- College Academic integrity and brand promise

Topics to be covered:

- English IELTS preparation
- Study, time, and money management
- College life
- Introduction to CIC facilities
- How to choose your major/future career
- Introduction to the CIC Brand Promise

The Summer Bridge Program will include the following:

1. Intensive English Course

This course will help students improve their English Language Proficiency and prepare them for their content courses at CIC that are delivered in English. This course will also help prepare students for the IELTS and the CIC English Placement Test (EPT). It will show them different tricks and tips that will help them achieve a high score on the test. The final assessment of this course will be an EPT, after which students will be placed into the appropriate English level course according to their scores.

2. Orientation

This part of the day will focus on orienting the students with what they will need to know about their new college. Students will be given a tour of the campus on the first day, followed by a different orientation every day that will focus on what they need to know about each department (admissions, finance, English,..Etc.)

3. Computer Skills

Each week students will be oriented with the basics of several computer software programs. For example the first week: Word; second week: Excel; third week: PowerPoint.

4. English Fun Time

Each week students will be enjoying a fun activity that will allow them to improve their English while having fun! For example: for the first week's activity, students will be shown a movie, after which they will be given a task to do in English (related to the movie).

23.0 Use of Computer and Network Resources

In general, six major areas of unacceptable use are identified:

- (1) Uses that violate CIC policies such as those concerning information confidentiality.

(2) Any uses that unduly interfere with the work of others or with the work of host systems. This includes, but is not limited to the unauthorized use of a computer user ID or password; the seeking of information about, or the attempt to modify the University's computer security system; and the knowing propagation of computer viruses or electronic chain letters.

(3) Unauthorized copying of proprietary software, publications, or files.

(4) Uses of commercial software that in any way violates the applicable licensing agreement.

(5) Uses related to commercial activities including, but not limited to the distribution of advertising material, the offering of network information and services for sale or personal gain, or to private enterprises.

(6) Computer information that portrays pornographic material.

Users must abide by the following rules:

1. Use computing facilities only for the purposes for which they have been authorized.

2. Use only those user access codes that they have been authorized to use.

3. Maintain the security of any password associated with their access code.

4. Be responsible for all use of their access code.

5. Respect any restrictions associated with their computer access code.

6. Avoid actions that would interfere with the normal operation of a computing system or network, or its legitimate use by others.

7. Respect the privacy of other users.

8. Respect software license agreements and the copyright of software and its documentation.

Users will refrain from the following activities:

9. Attempt to access or copy files, programs or information belonging to other users without clear authorization from the other users.

10. Attempt to intercept any network communications, such as electronic mail or User-to-user dialogue, for which they are not the intended recipient.

11. Impersonate other users.

12. Use the computer or network to send obscene, vulgar, and abusive or nuisance messages, or to harass (sexually or otherwise) other users.

Any student breaching this code will be subject to disciplinary action for misuse of computer facilities, as laid down in academic regulations.

Misuse

1. For the purpose of this regulation, misuse of computer facilities means:

a) Using computer access code without proper authorization;

b) Using a computer for a purpose other than the purpose for which authorization was given;

c) Accessing, changing or destroying any computer data or program belonging to another user, or to the college, without proper authorization;

d) A breach of the code of conduct for computer and network users.

2. Students holding a computer access code are responsible for its use and security, and shall promptly report any suspected misuse by another person of such code to the authority that authorized use of the computer facility.

3. A student found guilty of misuse, attempted misuse, or complicity in misuse or attempted misuse of computer facilities is subject to one or more of the following sanctions:

- a) A written warning.
- b) Immediate suspension of authorization to use the computer or network facilities concerned;
- c) Immediate suspension of authorization to use any computer facilities;

24.0 Students with Special Needs

1. CIC has several students who have disabilities that prevent them from having an equal opportunity to succeed in the academic world. CIC's Special Needs policy allows for special measures to be permitted to assist these students obtaining the education they deserve.

2. Students must meet normal academic admission requirements at CIC. Upon registration at CIC, the student must provide documentation of the disability (medical report) from an appropriate source (psychologist, ophthalmologist, audiologist or any other professional who is familiar with the student's deficiency). CIC may, at its discretion, have its own designated facility or counselors verify the documentation. Any student with a documented disability is eligible for these services. These include students with:

- Visual disabilities
- Hearing disabilities
- Speech Impairments
- Mobility Impairments

Documentation must be provided by a qualified health practitioner in order to receive these services. Please refer to the CIC policy on Special Needs Students.

25.0 Mentoring

Numerous studies have proved that mentoring relationships are a significant factor in career development and skill development. It was found that students with mentors showed significantly higher levels of career development than those without mentors. As part of the CIC students centered policy, a mentoring system is in place at CIC. The roles of the Mentoring Unit are:

Monitoring student's performance:

- Following up with all students below 55% GPA in business and ENGR but 60% in Mass Comm. for all cohorts but starting 2010 from 65%, as well as helping the students to solve the problems they are facing whether Under probation or in Academic Alert. Parents are requested

to come and meet the mentor of the student if he/she continues not to maintain an acceptable academic performance to be informed of situation and provide extra care for the student

Student's attendance: Highlighting the regularity and punctuality of attendance entry on the system.

Students with special needs:

- This unit provides any student who has a psychological, mental or physical problem, with the psychiatrics' report plus submitting the clinic report he/she related to with high confidentiality.
- Providing the atmosphere to be taught as a regular case under the supervision and the approval of the SSD (Student Support Department).
- Special needs Students are given extra help by Teaching assistants and instructors upon the recommendation of the CIC Psychologist
- the department of English provides extra help for students with Academic difficulties by reviewing their assignments and papers

Advising:

- Providing the advising and registration methodology.
- Report Performance by highlighting the main problems faced during the advising and registration period.
- Solving problems students may face on different levels.
- Highlighting the main students' problems that where addressed to the Student Support department for resolution.

Students are normally assigned to the Mentoring Unit under advisement from a faculty member.

Students are responsible for making and keeping appointments with their mentors.

26.0 Training

Students in the Egyptian Engineering degree programs MUST complete a supervised Training period in order to graduate. They may start the training program once they complete level two (year 2).

Students in Egyptian Mass Communication programs (broadcasting, public relations & advertising and journalism)

- *Must* take the *Specialist Training Course* during the summer in addition to the training in different courses during the regular semester.
- Must participate in the different activities held by the Mass Communication institute as it will be counted in the grades.
- Should attend at least two extra training courses before graduation to complete their training hour courses.

27.0 Transferring to Canadian Partner Universities

27.1 Transfer

Students wishing to transfer to Canadian partner universities should apply for transfer through the CIC International Affairs office. The following applies:

- Students must be in Good Academic Standing.
- Students must fill in the application and all required forms.
- Students must have the English Proficiency Score required.
- Students who are not citizens of Canada must obtain a Study Permit
- Students must be advised at CIC (International Affairs- student transfer to Canada division) and also by an advisor in Canada prior to purchasing a ticket.
- Students must inform CIC International Affairs Division once they receive a study permit.
- Deadline for a transfer is 30th March
- **Students will pay a fee of L.E. 500** to process the papers with the partner university. This fee is non-refundable in all cases except if the student provides a proof that he/she has been refused by the embassy.
- Students must pre-register on-line at the partner university before departing.
- Students must fill in a change of status form before leaving
- Students must inform the International Affairs Division by the date of returning to sit for the exams at CIC at least one month before the date as being mentioned in the CIC academic calendar of events to make the necessary arrangements.
- Students failing to fill in the required forms or informing CIC with the date of their return through the International Affairs Office will be automatically dropped from this year or semester on the CIC system and will repeat the courses taken at the partner university

27.2 Student Exchange with CBU

The Canadian International College and Cape Breton University have signed a Student Exchange Agreement to enhance the educational and cross-cultural understanding of students and faculty from both institutions and enhance and strengthen the partnership between both institutions.

The Exchange will be for one Academic year or one academic semester and will involve a maximum of five full-time students per academic year.

Eligibility Criteria for CIC Students and application timelines:

- To have completed at least one year at CIC.
- To have a minimum average of 75% over the previous two semesters with no failures.
- Students whose first language is not English must provide a proof of English Proficiency (TOEFL 550, IBT 80 or IELTS 6.5)
- To be at least 19 years old
- CIC students enrolled in the student exchange program are not eligible for CBU Scholarship.

- To fill in the Student Exchange application form available and the CIC External Affairs Department prior to March 30th.

Responsibilities of the Student:

- To obtain a study visa to travel to Canada.
- To return to CIC after the period of exchange is over unless both institutions approve to extend the stay.
- To pay the full tuition fees at CIC prior to participating in the Program.
- To secure necessary health insurance and to pay medical costs
- To pay CBU required fees for books and to be responsible for all living expenses, accommodation, transportation and any other costs in Canada.
- To pay the cost of travel to and from CBU
- To be subject all academic rules and discipline policies at CBU

Benefits for Students

- Broaden personal and educational perspectives
- Explore and appreciate new cultures
- Widen university boundaries
- Learn from different professors
- Experience personnel growth
- Become more independent and resourceful

27.3 Student Mobility with UO

The Canadian International College and University of Ottawa have signed a collaboration agreement to allow undergraduate students from the school of Mass communication of the Canadian International College to engage in an international student mobility program at the University of Ottawa (UO).

Eligibility Criteria for CIC Students and application timelines:

- To have completed at least one academic year at CIC.
- Student must be registered full time at CIC at the time of application to the program.
- CIC students must have the equivalent of CGPA of B (70%).
- Students whose first language is not English must provide a proof of English Proficiency (TOEFL IBT 80 or ILETS 6.5).
- To be at least 19 years old.
- Students in their **fourth year** will not be eligible for the exchange program.
- CIC students must meet the pre-requisite requirements of the host faculty for the chosen subject courses and be able to transfer the credits obtained at UO towards the completion of their degree.
- The UO will accept up to five students for one academic year.
- To fill in the Student Exchange application form available and the CIC External Affairs Department prior to March 30th.

Responsibilities of the Student:

- To obtain a study visa to travel to Canada.
- To pay the full tuition fees at CIC prior to participating in the Program.
- To secure necessary health insurance and to pay medical costs.
- To pay UO required fees for books and to be responsible for all living expenses, accommodation, transportation and any other costs in Canada.
- To pay the cost of travel to and from UO.
- To be subject all academic rules and discipline policies at UO.

Benefits for Students

- Broaden personal and educational perspectives.
- Explore and appreciate new cultures.
- Widen university boundaries.
- Learn from different professors.
- Experience personnel growth.
- Become more independent and resourceful.

28.0 Communication

Students will be communicated on all issues whether academic or otherwise through their CIC emails that will be issued by CIC IT Department upon admission. Mass notifications to students will be handled by the CIC Communication Department.

29.0 Summary of Regulations for Canadian Partner University

Programs:

29.1 Cape Breton University

Cape Breton University	
Major (s):	BBA (GENL, MRKT, FINC); BTI (NETW, INTM); BET (MANF, ELEC)
Program Delivery	Year 1 to 4 at CIC. Student may transfer to CBU at the beginning of any academic session (September) providing requirements are met and courses are available at CBU.
English Language Requirements	To enter the program at CIC –IELTS 6.5. with no band below 6.0 (or equivalent) in order to register in 3 rd level courses (year three) or to transfer to CBU
New Student Admission	See Admission guidelines
Transfer Credits (other university) into CIC	Minimum grade: C (60%) MUST be approved by the CBU.
Transfer Courses from CIC (program to program)	Minimum Grade: C (60%)
Course Pass Grade	GPA = 2.0 or D (50%).
Good Academic Standing	Minimum average: 65% calculated on the basis of ALL grades obtained (including failures).
Minimum Average to graduate @ CBU	50% calculated on the basis of ALL grades obtained (including failures).
Withdrawal from Faculty	Failure to achieve good academic standing after 4 semesters or exceeding the number of repeating courses allowed
Course Repeats	Students may only take a course three times.
Attendance	Mandatory 80% required to enter final examination

29.2 University of Ottawa – Honors Communications Program

University of Ottawa (UO) Faculty of Arts	
Major (s):	Honours BA (Communication)
Program Delivery	Year 1, 2, 3, 4 @ CIC
English Language Requirements	To enter year two – ILETS 6.0. (writing 6.0) – Admission with condition. To enter year three – ILETS 6.5. (writing 6.5) - Admission
New Student Admission	High School 75% or if attended one year in CIC, CIC CGPA needed is 70% (English Proficiency – please see above)
Transfer Credits (other university) into CIC	Passing Grade of that university.
Course Pass Grade	UO GPA 2.0 D (50%)
Good Academic Standing (Program Continue)	Minimum CGPA: (70%) All grades inc F. (for first two years). Minimum CGPA after final acceptance: (66%) C+ All grades inc F. (for first two years).
Minimum Average to graduate	The CGPA is the cumulative grade point average of all courses. The DGPA which is the diploma grade point average does not include the 1000 level courses. The student needs a 4.5 CGPA and 5.0 DGPA in order to graduate which is around a C+ . Calculated on all grades inc F's.
Withdrawal from School	Failure to achieve Good Academic Standing after 4 semesters, failing six courses of the program or exceeding number of allowed failures.
Attendance	Mandatory 80% required to enter final examination

30.0 Student's Development – Programs and Regulations

The Development Office supports a wide range of career-related programs and resources with an emphasis on excellence in learning from experience. The Office guides students through the career development process including the exploration of personal workplace preferences and strengths, the development of career competencies, and the construction of a career plan.

Through offering experiential learning opportunities, career resources and workplace educational programming, the Development Office strives to engage the CIC student community in the career development and exploration process. We assist in the development of employment readiness skills, an understanding of workplace realities, the ability to make informed career choices and the competencies needed to excel in the workplace.

Service offered by the Development Office:

1. Co-op Services:

Co-operative Education Program (Summer Internships): Practical experience gives the student a competitive edge in the job market but more importantly, it will give him/her chance to apply your classroom theories in the real world.

Co-op Workshops and training: The Co-op Workshops prepare students for success in their co-op program by presenting modules on resume writing, skills assessment, cover letters, and interview preparation.

Resume and cover letter Review. A good resume is critical to getting those first interviews. At any time throughout the student years at CIC, a coordinator will be available to review your resume.

Job Opportunities: Each term CIC markets its student's availability to the business community. This marketing results in job postings. All students are welcomed and encouraged to apply to any and all jobs posted to the program.

Job Shadowing: Job shadowing allows businesses to bring students into the workplace for a one-day career exploration experience. During the day, a student spends time with a working adult to learn about the specific tasks of his or her occupation.

Field Trips and Sponsoring graduation projects: allows students to escape the routine of the classroom and explore their own education through a new set of eyes. This means that they'll be able to better recall what they've learned. Students learn about the business's day-to-day operations, the different types of jobs available and the requirements for careers with the business.

2. Alumni Services:

- **Reunions and Gatherings.** CIC alumni are encouraged to join us for the reunion and homecoming festivals that offer all graduates the opportunity to reunite with their former classmates and faculty as well as to get acquainted with the current students and new faculty and staff.
- **Iftar Ramadan.** Aligned with the aim to secure strong ties amongst its graduates, CIC Alumni Office hosts an annual Iftar at the CIC premises in the celebration of the Holy month of Ramadan
- **Employment Fairs and Job Search.** The annual employment fair is one of the main sources for finding full-time and part time jobs that employers wish to advertise specifically for CIC students and alumni. The development division provides recruitment services for all CIC graduates through its network of multinational, international, and reputable local companies.
- **Post-graduate Studies Advising.** Scholarships are granted to MBA programs offered at different institutions for CIC degree holders... Graduates should contact the development office for further details.
- **Trips.** Alumni trips are specifically designed for CIC graduates and their former colleagues. These trips allow grads to reconnect with the CIC and enjoy an outdoor vacation.
- **Career Counseling and Mentoring Programs.** Career counseling helps in assisting graduates in developing and implementing career strategies, goals and objectives. Career counseling is provided by the alumni office which helps graduates with every stage in their career development from initially determining their career objectives to ultimately securing a job

Development Programs Regulations:

1. All Students; Egyptian, Canadian and Joint from all cohorts should be eligible to join Co-op program.
2. Students must have no failures in any course over the last two semesters (one academic year).
3. Privileges will be given to students whose total average is not less than or equal 75% until the student manage to upgrade his/her GPA. Based on the internship requirements set by organizations, student will be placed.
4. Students enrolled in the summer semester could be accepted if the organization does not show other preferences.
5. 2nd and 3rd year students are given first priority in placement while 4th year (P.G) will be allocated to organizations having preferences in hiring them.
6. Co-op program is now a free service to all students.

31.0 Clubs Formation Policy

Steps for Clubs formation at CIC

- Decide on the name, goal (s) and structure.
- Proceed to the Admission Office with all your papers including all information about the club you want to initiate, a plan if available, a copy of your CIC ID and a copy of your personal ID to get approval.
- You will need to fill in a special form and attach to it all the documents specified above.
- CIC Club policy will be explained to you by a Student affairs member of staff after which you will be signing a declaration that you have read and understood all its points.
- After getting approval, the SA will send the information to the CIC Communication & Marketing Department for announcement of the formation of the new club
- Start recruiting your club members (minimum 10 members)
- Proceed again to the Admission office to submit the names and copy of the IDs of all the club members.
- Present the form of your club ID, slogan and plan if you haven't initially submit it with the formation papers within one month from the club formation.
- Follow up with the SA on each of the events included in your plan with respect to (approvals, organization, communication, printing of materials...etc.).