



CIC Academic Regulations

FOR THE ACADEMIC YEAR 2016-2017
Version (1)



September 2016

CIC Academic Regulations

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CIC Academic Regulations

General Academic Regulations

Students must follow the School bylaw, 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) and University of Ottawa (UO) are available on their websites (www.cbu.ca) (www.uottawa.ca) 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 websites, 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 School bylaw, the Academic Regulations written herein and the respective academic regulations of CIC's Partner University at which the student is registered.

- على الطلاب الذكور حضور دورة التربية العسكرية ولا يمنح شهادة التخرج الا بعد اجتيازها بنجاح.

- لا يزيد سن الطالب خلال فترة تأجيل التجنيد عن 28 عاما يتم ايقافه عن الدراسة بعدها حتى تقديم ما يفيد موقفة من التجنيد فلو كان في السنة النهائية امتد له التأجيل حتى سن 29 عاما وطبقا للشروط والقواعد المنظمة للتجنيد.

1.0 Academic Programs at CIC

CIC offers degrees under three academic schools through the Canadian partner universities and the Ministry of Higher Education in Egypt:

- 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).
- Mass Communication (Bachelor of Arts, Specialization in Communication CBU).

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 from the CIC institute, accredited from the Egyptian Ministry of Higher Education

- **Canadian-only program**
 - Upon successful completion of the program, students receive a degree from the Canadian university applicable for International students only.
- **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 concentrations as follows:

- Business Administration – Finance, Marketing, General
- Business Technology – Network Management , Information Management
- Engineering Technology – Manufacturing, & Controls
- *Engineering – Mechanical, Electrical, Communications, Civil
- (Arts) Communication – none

*Engineering Students in the University of Ottawa program must complete year 3 & 4 at UO.

The Egyptian programs offer concentrations as follows:

- Business Administration – Finance, General, Marketing and Accounting (Currently only in Zayed campus).
- Business Technology - Network Management , Information Management
- Engineering – Industrial (Mechanical/Manufacturing), Electrical (Communication), Civil, Mechatronics and Architecture.
- Mass Communication – Broadcasting, Journalism, PR & Advertising

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 Egyptian accreditation

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

2.0 Admission / Registration

Students are required to register each semester during the official registration period announced on the college Website. They plan and select their required courses online with the aid of their academic advisor, who approves their selection prior to finalizing registration. Students should follow the registration bulletin informing in 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 (which is just before the ministerial official start of the semester).

Students seeking to enroll after the scheduled **registration** period must complete an ADD form in SA Front Desk, and secure all the appropriate signatures, and will be accepted only if the course is opened and space permits. **Students who miss the Registration period may still register later during the late registration with a late fee, and will be responsible for making up any missed coursework. Late registrations is not be permitted after the “Last Date to ADD Courses” in the CIC Academic Calendar of Events.**

New Freshman CIC students must take **placement tests**

3.0 Advising

The following table illustrates the periods of advising and the late advising rules.

Weeks (from starting date of Semester Classes)	Fall Semester 2016/2017	Spring Semester 2016/2017	summer semester 2016-2017
Official registration period announced in the School	Free	Free	Free
1st week Late advising	L.E.1000	L.E.1000	L.E.1000
2nd week Late advising	L.E. 1000	L.E. 1000	NO ADVISING
3rd week	NO ADVISING		

Note: In Summer, late advising is only allowed in the first week of the summer session.

3.1 Refund policy:

- **All new students are not allowed to drop their first semester in CIC.**
- **New and returning students dropping their COURSES can refund a percentage of their fees as per the refund policy dates as shown below:**

Refund for the Fall Semester 2016/2017

Day & Date	Refund %
Sunday, Sept. 4 till Wednesday, October 5	100%
Sunday, October 9	75%
Sunday, October 16	50%
Sunday, October 23	25%
Sunday, October 30	NO REFUND

Refund for the Spring Semester 2016/ 2017

Day & Date	Refund %
Monday, February 6 till Thursday, Feb 23	100%
Sunday, February 26	75%
Sunday, March 5	50%
Sunday, March 12	25%
Sunday, March 19	NO REFUND

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 3 credit course consists of 3 hour periods of class time, and may include a tutorial and/or lab, and may have several sections taught at different times. In Engineering courses have different lecture times, tutorials and labs according to the course credit hours. 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 and slots available.

For each academic program at CIC, the student has to earn a set number of credits and a certain CGPA ((not less than 1.7 in Engineering, 2.0 in Business and MCOM (2.0 = 65%)) 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 courses per academic year in Business (33 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 Program HOD or the Engineering Head of Department for advising with respect to the Academic Course Load). The students must apply at the SA for increased course load and obtain written approval from the Dean to exceed the normal load. Students taking extra course load per semester should have a minimum percentage of 75% (CGPA 3) or above and the Dean's Approval.

Students must be registered in their permitted course load per semester, unless they: (a) are Graduating seniors who need to complete their degree requirements, (b) on academic probation (c) Any reasons specified by the Egyptian bylaw, (D) have been restricted from a normal course load due to CIC's academic regulations.

6.0 Academic Advising

Advising is done online. Students should meet with an academic advisor who will advise them of the courses needed and how to fulfill the requirements of each intended major. Students are encouraged to consult with their Program Chair 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.**

7.0 Change of Major/Program

Students may want to change their major or may be required to change it by the college, at some time during their study in CIC. Their acceptance will be governed by the admission requirements stated in the catalog of the year they apply to make the change and Ministry approval. Forms are available in the SA Department. Change of School/major/program can be made only **ONCE** and requests must be made **before the beginning of the academic year and no later than middle of July. An administration 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 major/program in their senior year unless approved by the **Dean & the CIC International Affairs Office**, and the ministry for Egyptian programs. 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 **approved by the ministry** 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 and apply this form from/to the SA Department.
- Students may add courses by filling in the drop/add form, within the registration limits, 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 (in Fall and Spring semesters) , students cannot add a new course to their schedule (or change a section).
- All Add, Drop and Withdrawal forms must be approved by, the advisor, the program chair and the Head of Department.
- Students may drop courses without academic penalty up until the 10th week of study (course will appear on transcript as W).
- Starting the 11th week students dropping courses will be getting an F Grade.
- Tuition fees are reduced weekly until the **sixth** week of classes, after which no refunds are given.

8.1 Semester Drop

- **All new students are not allowed to drop their first semester in CIC.**
- If during the course of study a student is unable to complete an academic semester because of severe illness or any other justified reason (and following rules in item 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.
- Have the document signed by the head of the department as well as the student and/or the parent / legal guardian and submit it to the SA office with any necessary paperwork.
- The parent/legal guardian must be notified by email by the updated status of the student. (Copy of the form is kept in the student's file). (Refund will be according to the Drop policy).
- **Important notice:** if the student drops a semester without following the official procedures and filling in the required form, the student pays L.E. 500 as a penalty fee upon registering for the upcoming semester.

8.2 Academic Year Drop

Students may need to take a preplanned 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 preapproved 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 head of the department as well as the student and/or 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 Department 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 prior to submission of their final grades.
- The parent/legal guardian must be notified **by email** and the form is to be sent by the students affairs and a copy kept in the student's file.
- **Important notice:** if the student drops a year without following the official procedures and filling in the required form, the student pay L.E. 1000 as a penalty fee upon registering for the upcoming Semester and he has to wait for ministry approval..

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, subject to the ministry approval, and it **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 or **separated** semesters cannot apply for re-admission but for admission as new students without any previous courses taken being transferred. Admission is subject to the ministry approval and is not guaranteed. The re-admission will be with all pertaining fees and the running academic years rules and conditions.

9.0 Summer 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 courses are offered to help those students who did not pass required prerequisite courses in the previous semester or students graduating in summer or the following fall semester. Courses are opened according to the number of students registered in the course.

- 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 graduation in the summer only.
- 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 receives a **W** grade with no refund.
- **Dropping a summer course after the 5th week during the summer session, receives an F grade.**

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 last grade recorded is used to calculate the CGPA (Cumulative Grade point average) for graduation.
- Students may only repeat failed courses as follows:
 - CIC program students may repeat a failed course two (2) times (total 3 times)

- CBU programs students may repeat a failed course two (2) times (total 3 times).
- UOttawa programs students may repeat a failed course once (total 2 times)
- For the Canadian programs, students failing more than permitted number of times will be dropped from the program.
- For CIC programs, students may or may not repeat low GPA for previously passed courses to improve his CGPA according to the bylaw rules for each school.

NOTE: Students in the CIC Regular 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 or Department:

Students registered at CIC major may have taken courses from other institutions or at CIC department and wish to transfer the credits towards their program of major . 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 External Affairs Department. 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 course as a Transfer Credit (TC) and no grades are shown and is not included in the calculation of CGPA starting cohort 2014.
- Transfer credits are only given at admission, and cannot be applied later.
- Transfer credits will be offered for first and second year courses, and will be assigned by the Dean who may approve courses beyond the second year (but not in the final year or level) .
- The specific program regulations must be met and transfer credit is distinct from admission and admission requirements must still be met.
- All Transfer credits in the Dual/ Canadian program is subject to the Canadian universities approval.
- 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 course learning outcomes and 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 and some courses in engineering where the passing grade is 60%). The grading systems used at CIC are available from the academic department offices. In Engineering school and according to the 2012 bylaw, the student written final written exam grade should not be less than 25% of the Exam Grade, or the student will be considered failed in paper and in the whole course.

Important Note: It is advised for all students to try to make their objective to obtain more than **65 %** of each course grades (not 50%) in order to satisfy the required CGPA for graduation according to the school bylaw and to avoid dismissal from the college as a result of poor performance according to the school bylaw.

12.1 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 the final course success percentage is less than 60%, then according to the ministry decision, the examination committee can take any corrective action required, provided that the mark is not lower than the original that has been communicated to the student and upon the approval of the academic council.

13.0 Distinction & Graduation Requirements

- 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

Graduation Ministry Requirements:

- CGPA according to the Bylaw 65% for Buss., 2:00 MCOM, and 1.7 for Engineering)
- Completing the required number of credit hours (including all compulsory courses, required electives, training, and projects)

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 signed and stamped by the Director of Student's Affairs 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 (for Egyptian programs only) can be issued upon the student's request with a specific fee and can be received within not less than 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 Tests and Examinations

- 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 real medical or official excuse is approved by SA office.** (Medical Reports are accepted from the following hospitals **only**: Cleopatra, Al Rehab, Sheikh Zayed medical center, Air Force

hospital and the National Bank hospitals. Medical excuses should be submitted within 48 hours to the CIC Clinic (by the student or one of his parents) and accepted by the HOD and 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 according to the seriousness of the case.

- Examinations are held at the end of each semester and scheduled by the HOD office and approved by the dean. Exam control committees supervise 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 **four 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 as soon as possible** the head of the Department for a conflict exam date / room.

15.1 Refused Examinations

The Instructors can decide to prevent a student from attending an examination in one or more subjects if the student did not satisfy the course attendance bylaw rules (attend at least 75 % 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 (according to rules in section 14). 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 2 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 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 be accepted or disapproved.
4. The Registration unit informs the student by email with the decision of his/her petition and the date of the makeup exam.
5. The exam date will be **within no more than one week after the release of the final exam results and is specified exactly by the head of control and the dean.**

6. The SA Department announces the date given for the deferred exam on the SA bulletin boards.
7. Failure to comply with the above will leave the grade unchanged.

15.3 Missing tests, exams, etc.

Absence from any midterm examination or test, or late submission of assignments due to severe illness, must be justified (according to rules in section 14); otherwise, no make-up will be permitted.

- Student must submit a petition to the admission accompanied with an official emergency medical certificate from a public hospital (or according to rules in section 14), The admission presents the documents to the CIC campus physician to be initially examined and commented. CIC physician prepares his own medical evaluation on form that is attached to the petition sent to the Dean.
- The Dean who accepts the reasons (emergency only) given by a student must, in consultation with the department, 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 day. The Dean reserves the right to accept or reject the reason presented. Reasons such as travel for any reason, employment and misreading the examination schedule are not usually accepted.

15.4 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). There are no supplementary examinations for the summer semester.**

Supplementary 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 supplementary exams 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:

- If passed the supplementary courses, he/she will graduate.
- Have earned no less than 40% in the failed course
- Have permission of the Instructor, HOD and dean approval.
- Have an average CGPA appropriate (valid) for graduation according to the bylaw.

The following applies to supplementary examinations:

1. Academic forms for Supplementary exams should be submitted immediately after the final results of the semester are announced as per the date mentioned in the academic calendar.

2. Supplementary examinations will be taken within **a week** or the publicized period by SA 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 taking 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.
 - The Student should fill an academic form for supplementary exam at SA to be approved by the Dean first before paying the exam fees.
 - If the student applied for two supplementary exams and got approved by the dean, the student will get two receipts as per each exam.
6. The Dean is to assign preparing the exams for the Head of each department to set a day, time and place for the exam.
7. The Head of department in consultation with the head of control, prepare exam schedules and present it to the Dean's Office.
8. The dean's office should send the final supplementary list and a copy of the exams schedule to Student Affairs Department maximum two days before the exam date.
9. The Student Affairs Department informs the students with the date of the exam.
10. Cancelling of the supplementary exam can be done by withdrawing the form up to one working day prior to writing the publicized exam date. 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.
11. The control unit enters the results on the system.
12. Students passing the supplementary exam will get no more than C as a grade.
13. Supplementary examination grades replace the final exam grade only and are used with the course work to calculate the final grade.
14. A hard copy of the results sent from Dean's office to the Student Affairs Department.
15. A soft copy is sent to the international affairs office (with respect to the Fall Semester).
16. 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.
17. **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.

16.0 Academic Performance Review

1. 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.
2. 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 and bylaw information. To maintain a good academic standing, students must maintain a grade average as follows;
 - a. **Students studying CIC / CBU programs - 65%**
 - b. **Students studying CIC / UO programs - 70%**
 - c. **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.

3. 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**.
4. 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***.
5. ***Students in UO program will be dropped from their program if they fail to maintain the required average after four (4) consecutive semesters.**
6. **The Dual programs Students must satisfy the highest percentage of both regulations from the ministry's probation policy and the Canadian University's probation policy.**
 - a. 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**.
 - b. 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 no more than 4 courses for each of the next two semesters.**
 - c. 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.**

7. Students in Egyptian engineering programs (or Dual) who fail to lift their average CGPA to or above 1.5 of 4 at the end of their first four (4) semesters, are dismissed from the engineering school.
8. Students in Egyptian engineering programs (or Dual) who fail to lift their average CGPA to or above 1.7 of 4 at the end of their first six (6) semesters, are dismissed from the engineering school.
9. 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.
10. Students in UO must maintain an average of 75% 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.
 - a. 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.
 - b. 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 in very limited situations and **only** if resources are available and the following is applicable:

- **Independent Study courses will only be offered to students to meet graduation requirements.** He must not be under probation, with 14 courses left (registering in Fall), or 8 Courses left (registering in Spring) or 2 courses left (registering in Summer).
- **Independent Study courses** are arranged between the student and an instructor, and require the approval of the Head of Department and the Dean.
- Graduating students in their final year can have a maximum of 2 independent courses within the maximum load limit specified by the bylaws.
- 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(only checked by the dean)

- 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 disciplinary council will be organized to investigate the case of academic dishonesty and submit a verdict. All students reported for academic dishonesty will receive an official letter of the verdict 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 Management council. Details about the student Appeals 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 or attempting to cheat 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 student is appear before the institute's disciplinary committee to determine the penalty, will have all courses taken that semester cancelled including assigning an F grade to all courses in that semester or dismissal from the CIC. a student found guilty of cheating or attempting to cheat. Any other actions made during the exam will be assessed by the disciplinary committee and issues a suitable punishment verdict. Under the Egyptian regulations, the student may appeal under the Appeal Process to the college Management council within 14 days of the verdict if they feel they have been treated unfairly.

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 disciplinary committee) who will decide the penalty which may include dismissal from the college. Under the Egyptian regulations, the student may appeal under the Appeal Process to the college Management council within 14 days of the verdict 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 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 who will direct them to right department. 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.

19.2 Final Grade Appeal

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. In the summer semester, students are not allowed to apply for reassessment.**
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.

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:

- Poor academic performance according to dismissal items in the school bylaw.
- Students who fail specified English Courses three (3) times (Students in the Dual/Canadian Programs Only).
- Academic dishonesty
- As a result of an investigation

21.0 Attendance

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. **Warnings will be given to students who are absent from classes and labs, and marks will be deducted for accepted unexcused absences.** In all cases, a report will be put in the students file. When absences in a course reach an unacceptable level according to the bylaw, 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:

First Warning: After 20% (3 weeks or 3 lectures or 1 week in remedial classes) of absences, the student receives a 1st Warning (documented or sent by the system) from the SA. **It was agreed in the executive council meeting that only one warning will be given. The student will be suspended if he is absent 4 lectures.**

In some circumstances, a student may fulfill the course requirements using Independent Study. In such case, the normal attendance warnings and actions could be waived provided that the instructor has given permission. These circumstances are upon approval by the instructor and the Dean.

When a student is dropped from a course due to the attendance policy, a 'W' grade (Withdraw) is assigned to the student for that course.

Any medical certificate which will affect the suspension drop decision must be submitted to the SA according to rules in item 14.

Medical Condition:

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 the SA with an official Medical certificates from CIC approved Medical Centers/hospitals. Medical Reports are accepted from the following hospitals **only**: Cleopatra, Al Rehab, Sheikh Zayed medical center, Armed Force and the National Bank hospitals. Medical excuses should be submitted within 48 hours to the CIC Clinic.
3. The SA may ask the student to attend the to CIC doctor for investigation and writing a report.
4. SA may check the Medical certificates to be verified by CIC doctor for accuracy.
5. Medical excuses are subject to evaluation and acceptance or refusal by the Dean .

HR letters

Since attendance is obligatory according to the bylaw, excuses using HR letters is not 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 state in the course syllabus.

An Instructor may drop any student whom 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.

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 or Cape Breton University Programs.

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)

- Students in the Canadian and Dual programs who 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) /or passing the CBU English Exam administered at CIC by the end of the 2nd year
- **For full registration/final acceptance / transfer to the University of Ottawa (UO) or sharing in the mobility program, students must have a TOEFL iBT 92 / IELTS 7 (writing section 6.5)**
- **For full registration/final acceptance or transfer to Cape Breton University (CBU), sharing in the student exchange program, students must have a TOEFL iBT 80 / IELTS 6.5 (no band below 6.0) or pass the CBU English Exam.**
- 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 the official language.

Partner Universities' Rules

CBU

- a. All students must fill up 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 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 including the new students information registration must also be submitted from CIC IT to the International Affairs Office immediately after the registration period is over.
- d. Upon admission, the student gets an acceptance letter from CBU with the CBU ID.
- e. Cohort 2010 and 2011 cannot register in 4th level courses before attaining the required official TOEFL/IELTS score. Courses registered won't be accounted for.
- f. Students in cohorts 2012 onward must attain the official English Proficiency score as explained above by the end of year (2) at CIC or they will be dropped from the program.
- g. All official scores must be submitted to the International Affairs Office.

UOttawa

- a. All students in UOttawa must fill up in English the UOttawa admission application form & acknowledgement form upon admission.
- b. An Excel sheet file including the new students information must be submitted from CIC IT to the International Affairs Office immediately after the registration period is over.
- c. Students in cohorts 2012 onward must attain the official English Proficiency score as explained above by the end of year (2) at CIC or they will be dropped from the program.
- d. All official scores must be submitted to the International Affairs Office.
- e. Mass Com students in the Dual or Canadian programs applying for conditional or final admission upon attaining the required English Proficiency score will pay US\$170 as UOttawa admission application fee (this might change every year according to UOttawa instructions on their website). When accepted, the student gets a welcoming letter with a UO ID.
- f. **Admission or conditional admission to UO will requires a CIC GPA of 70% in addition to the English proficiency score.**
- g. Note: Mass Com Student in UO program or under UO Supervision will be having access to UO Library from cohort 2012 onward.
- h. 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.

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:

1. Attempt to access or copy files, programs or information belonging to other users without clear authorization from the other users.
2. Attempt to intercept any network communications, such as electronic mail or User-to-user dialogue, for which they are not the intended recipient.
3. Impersonate other users.
4. 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.
3. Students with certain disabilities or learning problems should upon admission submit 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) with their admission application.
4. CIC admission will call the student and hand him/her a letter signed and stamped from CIC to go for checkup at:

Mandour Medical Center – New Cairo or Golden Care Clinic Medical Center – 6th October

so that he/she can be assessed by a specialized doctor and given a report on a CIC form available at that medical center that should be returned back to the CIC admission office.
5. The CIC admission office will then inform the academic school, the registration division and the SSSU with the cases reports for action and follow up.
6. Special needs Students are given extra help by Teaching assistants and instructors upon the recommendation of the medical centers mentioned above.
7. Any student with a documented disability is eligible for these services. These include students with:
 - Visual disabilities
 - Hearing disabilities
 - Speech Impairments
 - Mobility Impairments

25.0 Mentoring

Mentoring Program works to build a cohesive relationship with students and their academic progress in CIC through providing academic and professional guidance for undergraduate students.

Main Duties:

- Work closely with Faculty to track students' performance.
- Mentoring and follow up on Special Needs students' academic status, and extra need requested to accommodate their disability.
- Providing advising to students during advising and registration period.
- Main point of contact with faculty when students face a problem.

Note: Students are responsible for making appointment with their mentors.

26.0 The Student Success & Support Unit

Student Success Support Unit (SSSU) is to ensure that all students have the opportunity to succeed by identifying and implementing academic success programs that support, and enrich the First Year Student experience. Fulfilling that by providing dynamic services including First Year students advising, academic coaching services, educational assistance programs and workshops. SSSU guides students to promote success by supporting the development of academic skills and strategies, personal responsibility, and an understanding of CIC culture. SSSU provides retention services for First Year Students to ensure their success and address any further needs.

To have more information about all students must attend advising Student Success Support Unit,

Location: Room G02

27.0 Training

27.1 School of Mass Communication

Students in the Egyptian Mass Communication degree programs **MUST** complete a supervised training period inside or outside the CIC in order to graduate. **The training must be for 8 weeks including 6 practical hours.** The training is calculated for three credit hours. The student must submit a report about his/her training stamped by the Training provider to be evaluated by an academic staff member. The training to be evaluated by the academic staff member responsible for the practical training and the training provider. Student training evaluation is to be added to the student transcript with a **Completed** or **Not Completed** status. The training is to be considered completed if the student scored is 50% or more.

27.2 School of Engineering (New Cairo and Zayed Campus)

Students in the Egyptian Engineering degree programs **MUST** complete two supervised training periods in order to graduate. Student must submit his first training (Code 291) after completing his/her second Academic level (more than 100 credit hours but less than 135 credit) - and

his/her second training after (code 391) after completing his/her third Academic level (starting from 135 credit hours but not more than 165).

Each training period shall not be less than 4 weeks in any Industrial organization/factory according to the student's major. The training must be supervised by the academic advisor and submit both training certificate and a report to be discussed in a committee of both the CIC Academic and the training provider. Student is to be evaluated for each training and the grades to be added to his/her total grades. **Each training is calculated for one credit hour.**

27.3 School of Business (Zayed Campus- starting Cohort 2013)

Students in the Egyptian Business degree programs after completing their second year MUST complete a supervised training period of 8 weeks inside or outside the CIC in order to graduate. The student must submit a report about his/her training to be evaluated by an academic staff member. The training to be evaluated by the academic staff member responsible for the practical training and the training provider. The report must be stamped by the training provider and to be evaluated as per the below table:

A	≥85% to 100%	Excellent	(ممتاز)
B	≥75% to 84%	Very Good	(جيد جدا)
C	≥65% to 74%	Good	(جيد)
D	≥50% to 64%	Acceptable	(مقبول)
F	< 0 to 49%	Failure	(راسب)

28.0 Transferring to Canadian Partner Universities

28.1 Transfer

Students wishing to transfer to Canadian partner universities should apply for transfer

Through 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. 1000** to process the papers with the partner university. This fee is refundable upon travelling to CBU or 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

Scholarship

CIC is offering students enrolled in **CBU** programs the opportunity to transfer to Canada for their fourth year of study with a scholarship amounting to **CAD 3500** off academic tuition & **fully subsidized** accommodation.

Scholarship criteria

- Minimum of 80%, 3.7 GPA at CIC.
- Student must have spent at least 2 years studying at CIC.
- Students whose first language is not English must provide a proof of English Proficiency (TOEFL IBT 80 or ILETS 6.5).
- Student must write a response to” what qualities and attributes do you offer the college as a scholarship holder?”
- Student must be enrolled full-time during the academic year when application is made.
- Student must enroll in at least 8 courses over the two semesters at CBU.
- Entrepreneurship skills, community development contributes and sports achievements are preferred.

28.2 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 (IBT 80 or ILETS 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

28.3 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 92 or ILETS 6.5).
- To be at least 19 years old.
- Students in their **fourth year** will not be eligible for the student Mobility 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 Mobility application form available and the CIC External Affairs Department prior to March 30th.
- **Students will pay a fee of L.E. 1000** to process the papers with the partner university. This fee is refundable upon travelling to UO or 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 In order to ensure that courses are available at UO, and to get the approval on the chosen courses from UO and the timetable.
- Students aren't allowed to change any of the courses that previously chosen and approved by UO without getting back to CIC and get the approval.
- Students should complete and submit Housing application form from "UO Zone", an offer will be sent to the student if his/her application is approved.
- Student will need to pay \$CAD700 deposit to finalize the room reservation.
- 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

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.

29.0 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.

30.0 Student Development Office (SDO) – Programs and Regulations

The mission of the Student development office is to attract and actively engage students and provide them with services, activities and programs that complement their academic knowledge and prepares them to become leaders in Egyptian market & community.

Objectives:

- Increase the level of student engagement at CIC.
- Increase the graduates' employment rate.
- Strengthen the bonds or relationships with partners and build new successful ones.
- Establish and maintain a monitoring and evaluation plan in all programs.
- Initiate public events inside CIC's campus that benefits the Egyptian community.
- Promote CIC as a socially responsible institution that has an active role in educating the public for sustainable development.

The SDO consists of the following five sub units- each has its own objectives and offer a certain set of services as follows:

I. Development & Experiential Learning

1. Training Program (4 levels).
2. Mandatory training for engineering students.
3. Field trips.
4. CIC Part-time jobs.
5. Individual Workshops

II. Career Services Unit

1. The Annual Summer Internships Program
2. Career/Job Portal
3. Employment fairs
4. Partnerships & Graduation projects assignments
5. One-on-one Career Counseling
6. Mock Interviews
7. Psychometric testing

III. Potential Graduate & Alumni unit:

Objectives:

1. Improve Alumni awareness and engagement and strengthen their commitment to CIC.
2. Assist potential graduates & Alumni in career planning, placement and transitions and easing their entry into the job market.
3. Recognize our alumni who are distinguished by their loyalty, professional achievement and community service.

Three main events are carried out annually:

- **Alumni Iftar:** the event seeks to invite all alumni to attend this annual Iftar so that they can have fun and stay connected to CIC and to each other
- **Alumni Homecoming:** This event brings together CIC graduates and their families to revive their CIC experience and reconnect with each other. This event also seeks to conduct interviews with graduates who have been working in the market place for a significant period of time and have managed to build a strong and successful career at a reputable organization. These interviews can be used indirectly to market for CIC in the admission phase and also, as a source of motivation to current CIC students.
- **Alumni Give back:** a series of sessions targeting current CIC students where the alumni will be guest speakers ex: Media on Spot to provide motivation and open lines of communication between alumni and current enrolled students and encourage mentoring relationships to occur between the alumni and undergraduates.

IV. Student life

The mission of the Student Life is to provide activities and programs that meet the social, cultural, recreational, and intellectual needs of the Canadian International college students. In collaboration with other departments, student organizations, and the surrounding community, the unit designs activities to enhance student learning and complements the total educational experience.

1. Summer leadership program
2. Student Union Support
3. Clubs Support
4. Events

V. Social responsibility Unit

The Social responsibility unit advocates for and implements measures to incorporate sustainable development and social responsibility in CIC's activities and in the community as a whole. This is achieved through:

1. Partnerships with Community development organizations.
2. Events to promote social responsibility & community development.
3. Transforming CIC's campus into a sustainable one that is environmentally friendly.

31.0 Clubs Formation Policy

Steps for Clubs formation at CIC

- Decide on the name, goal(s) and structure, annual plan before the beginning of the academic year.
- Proceed to the Student Development Office (SDO) 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 SDO member of staff after which you will be signing a declaration that you have read and understood all its points.
- After getting approval, the SDO will send the information to the CIC Communication & Marketing Department for announcement of the formation of the new club
- Start recruiting your club members at the student activities week at the beginning of the fall semester (minimum 10 members)
- Proceed again to the SDO 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 SDO on each of the events included in your plan with respect to (approvals, organization, communication, printing of materials...etc.)

IMPORTANT: Students wishing to drop the Fall Semester only must fill in an official drop form at the Student Affairs Front Desk and attach to it the documents verifying the reason for this drop (Medical/Financial/Social - these are the only accepted excuses and official papers must be authenticated). This should be done before Thursday, December 22 for the Fall semester and May 4 for the Spring semester. Your documents will be presented to the CIC Academic Council for approval and results will be sent to the Ministry of Higher Education. The Student Affairs will inform you with developments. **(Please note that this procedure is very important. In case no official form is used with the documents verifying the case, you will be considered dismissed from CIC as per the Ministry of Higher Education rules.)**

Sep-16		
1	Thursday	End of Control & results
4	Sunday	Start of Advising- Fall Term 2016/2017
10	Saturday	Arafat Day
11-15	Sunday-Thursday	AL Adha Feast (Great Bairam)
21	Wednesday	Awareness quality session
25	Sunday	*Start of Fall Term 2016-2017 Classes *Add/Drop courses *Start of late Advising with L.E.1000
		SSSU Orientation
26	Monday	Frosh Week (SDO)
27	Tuesday	Clubs' Day
29	Thursday	Team Building & Communication Skills Training (Outside Campus)
		End of applying for readmission for the fall semester
Oct-16		
2	Sunday	Islamic New Year (Official Holiday)
3	Monday	Community Day
4	Tuesday	Clubs' Day
		QAU Internal Audit
5	Wednesday	Deadline to apply for scholarships
		*End of add/drop courses *End late advising L.E.1000

6	Thursday	Armed Forces Day
9	Sunday	Start of drop courses with 75% refund
10	Monday	Community Day
11	Tuesday	Clubs' Day
16	Sunday	Start of drop courses 50% refund
17	Monday	CIC Annual Convocation Day
18	Tuesday	Clubs' Day
22	Saturday	Clubs' Cup
23	Sunday	Start of drop courses 25% refund
		Clubs' Fair Week
24	Monday	Clubs' Fair Week
25	Tuesday	Clubs' Fair Week
26	Wednesday	Clubs' Fair Week
27	Thursday	Clubs' Fair Week & Field trip for Engineering students
30	Sunday	Drop starts with "W" Grade
	Sunday	Start of drop courses with NO refund
31	Monday	Community Day
		Trip to Sokhna + Halloween
Nov-16		
1	Tuesday	Al Mawled AlNabawy Day
2	Wednesday	Study Smarter & Note Taking Training
	Wednesday	Field trip for Business students
3	Thursday	Company Session
6	Sunday	Potential graduates 2017 to be sent to the International Affairs Office from all Schools
7	Monday	Community Day
8	Tuesday	Clubs' Day
12	Saturday	Start of Fall Term 2016/2017 Mid-term Exams
14	Monday	Community Day
15	Tuesday	Clubs' Day
17	Thursday	End of Fall Term 2016/2017 Mid-term Exams
21	Monday	Community Day
		QAU Internal Audit
22	Tuesday	Clubs' Day
23	Wednesday	Field trip for Engineering students

24	Thursday	Alumni give back
		Welcome Party
25	Friday	Robotics Course
26	Saturday	Robotics Course
27	Sunday	CBU English Language Proficiency Exam
		Mid-term Exams grades' available
28	Monday	Community Day
		Time Management Training
29	Tuesday	Clubs' Day
30	Wednesday	Student Union Elections
Dec-16		
1	Thursday	Company Session
4	Sunday	Course Evaluation by QAU
5	Monday	Community Day
6	Tuesday	Clubs' Day
7	Wednesday	Pink Party
9	Friday	Simulation
10	Saturday	Simulation
12	Monday	Community Day
13	Tuesday	Canadian Spirit Treasure Hunt
14	Wednesday	Field trip Engineering students
19	Monday	Community Day
	Monday	Improve your Memory & Study Smarter Training
20	Tuesday	Clubs' Day
21	Wednesday	Field trip Business students
22	Thursday	End of drop courses with grade' W'-Deadline to drop semester/year
		Deadline for withdrawal
25	Sunday	Course work grades available
		Start of applying for 2016/2017 graduation
		Drop courses with 'F' grade
26	Monday	Community Day
27	Tuesday	Clubs' Day
29	Thursday	Deadline for Suspension

Jan-17		
1	Sunday	Official New Year Holiday
2	Monday	Community Day
5	Thursday	End of fall Classes 2016/2017
7	Saturday	Coptic Christmas Day
8	Sunday	Final Exams begin for both CIC campuses
9	Monday	Community Day
10	Tuesday	Clubs' Day
16	Monday	Community Day
17	Tuesday	Clubs' Day
23	Monday	Community Day
24	Tuesday	Clubs' Day
25	Wednesday	January Revolution
26	Thursday	End of Final Exams for Fall Term 2016/2017
27	Friday	Education for SD Conference
		Festival for students with no Budget
28	Saturday	Start of Mid-Year Vacation
		Education for SD Conference
29	Sunday	Job Shadowing
30	Monday	Job Shadowing
31	Tuesday	Results available for Fall Term 2016/2017
Feb-17		
1	Wednesday	Start of applying for Spring Admission and Readmission for Spring 2016/2017 Semester
		Start of applying for Reassessment & Supplementary Exams
2	Thursday	End of applying for Reassessment & Supplementary Exams
4	Saturday	Start of Supplementary & Deferred Exams
		Results for Supplementary and Deferred Exams
6	Monday	Awareness Quality Session
		Start of Advising Spring Term 2016/2017
		Community Day
10	Friday	Simulation
11	Saturday	End of Advising for Spring 2016/2017
		Simulation

12	Sunday	*Classes begin for spring term 2016/2017 *Start add/drop courses
		Start of late advising for spring 2016/2017 with L.E.1000
13	Monday	Community Day
14	Tuesday	Clubs' Day
16	Thursday	End of late advising for spring term 2016/2017
		End of add/drop courses
18	Saturday	Employment Fair
19	Sunday	Start for applying for Canada Trip
		Deadline for Spring 16 Admission and Readmission
20	Monday	Internal Audit by QAU
21	Tuesday	Clubs' Day
23	Thursday	Company Session
26	Sunday	Start to drop courses 75%
27	Monday	Community day
28	Tuesday	Clubs' Day
Mar-17		
1	Wednesday	Deadline to apply for Student Exchange or Transfer to Canada
5	Sunday	Start to drop courses with 50% refund
6	Monday	Community Day
7	Tuesday	Clubs' Day
8	Wednesday	International Women's Day
9	Thursday	Field trip for Engineering students
12	Sunday	Start to drop courses with 25% refund
13	Monday	1 minute Questionnaire
		Community Day
14	Tuesday	Clubs' Day
15	Wednesday	Capital Market Course – Pioneer
		Welcome Back Spring
19	Sunday	Start to drop courses with NO refund
		Drop with grade 'W'
20	Monday	Community Day
		Satisfaction Admin.
21	Tuesday	Science Fair/ Entrepreneurship Competition

23	Thursday	Company Session
27	Monday	Community Day
		Academic Satisfaction
28	Tuesday	Clubs' Day
Apr-17		
1	Saturday	Start of Mid-term exams for Spring Term 2016/2017
2	Sunday	Stakeholders' Satisfaction
3	Monday	Community Day
4	Tuesday	Clubs' Day
6	Thursday	End of Mid-term exams for Spring Term 2016/2017
10	Monday	Internal Audit QAU
		Community Day
11	Tuesday	Clubs' Day
13	Thursday	Field trip for Engineering students
14	Friday	Quality Retreat
16	Sunday	Mid-term grades available
		Mock Interviews
		CBU English Language Proficiency Exam
17	Monday	Sham El-Nesseim Day
18	Tuesday	Clubs' Day
		Stress Relief Outside Campus
19	Wednesday	Alumni give back
20	Thursday	Company Session
23	Sunday	Course Evaluation by QAU
24	Monday	Community Day
25	Tuesday	Sinai Liberation Day
27	Thursday	The Voice
29	Saturday	Midyear Vacation Trip
30	Sunday	Midyear Vacation Trip
		Course work grades available
		Eastern Easter Holiday
May-17		
1	Monday	Midyear vacation Trip
		Labor Day

2	Tuesday	Midyear Vacation Trip
4	Thursday	Deadline for drop courses with grade 'W'-Deadline to drop semester/year And Deadline for withdrawal
6	Saturday	Drop courses with 'F' grade
8	Monday	Community Day
9	Tuesday	Clubs' Day
10	Wednesday	Field trip for Engineering students
11	Thursday	Company Session
		Deadline for Suspension
15	Monday	Community Day
16	Tuesday	Clubs' Day
18	Thursday	End of Spring Term Classes
20	Saturday	Start of final exams Spring Term 2016/2017
Jun-17		
8	Thursday	End of final exams Spring Term 2016/2017
13	Tuesday	Results available Spring Term 2016/2017
14	Wednesday	Start of applying for Reassessment & Supplementary exams
		Start date to apply for change of major/school/program & concentration
		Start applying for summer 2016/2017 readmission
15	Thursday	Deadline for applying for reassessment & supplementary
17	Saturday	Start of supplementary and deferred exams
18	Sunday	Results for supplementary & deferred
19	Monday	Start of advising Summer Term 2016/2017
25-27	Sunday-Tuesday	Feast Day
27	Tuesday	Canada Trip
Jul-17		
2	Sunday	Deadline for Summer Readmission
		Start of classes for Summer Term 2016/2017
6	Thursday	End late advising for Summer Term 2016/2017

16	Sunday	Distribution of graduation gowns and convocation guide for 2017
		Deadline to apply for change of major/program/school & concentration
22	Saturday	Start of Mid-term Exams for Summer 2016/2017
27	Thursday	End of Mid-term Exams for Summer 2016/2017
Aug-17		
7	Monday	Mid-term grades available
10	Thursday	Deadline to drop courses with 'W' grade Deadline for Withdrawal for registered students
12	Saturday	Drop with 'F' grade
14	Monday	Course work grades available
17	Thursday	End of summer term classes
19	Saturday	Start of Final exams for summer term 2016/2017
24	Thursday	End of Final exams for summer term 2016/2017
29	Tuesday	Results available summer term 2016/2017
31	Thursday	Arafat Day
Sep-17		
2-4	Saturday-Monday	AL Adha Feast (Great Bairam)
5	Tuesday	Start of Advising for Fall Term 2017/2018
16	Saturday	End of Advising for Fall Term 2017/2018
17	Sunday	Classes Begin for Fall Term 2017/2018