OCTOBER UNIVERSITY OF MODERN SCIENCES & ARTS

in liaison with

THE UNIVERSITY OF GREENWICH

SCHOOL OF SCIENCE

B.Sc. Biotechnology

Student Handbook

2022/2023

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Introduction to the Student Handbook

This handbook is provided as a service to the student body of The Faculty of Biotechnology at MSA University and contains information regarding student life and services at the faculty and other information which is useful to students.

Please take the time to read it all as it will help guide you through MSA systems and will save time when you have a specific concern or query.

Disclaimer:

This handbook is a guideline only and not a contract. Specific policies and procedures may be changed at any time and without prior notice.

Welcome from the Dean

Welcome from the Dean I am pleased to welcome you to **The Faculty of Biotechnology** at **October University for Modern Sciences and Arts** (MSA). Our faculty is committed to offering exceptional educational programs and extracurricular activities. We strive to provide the best for our students and ensure that they receive our utmost care and guidance to maximise their chance of success in their desired careers and to help them achieve their life goals. Our undergraduate academic programs and activities surrounding them ensure that our students may blossom into well-prepared, future leaders.

With the ever-changing world we live in, biotechnology has advanced by altering the specifications desired to comply with society's needs. Let me give you a comprehensive explanation at its simplest…

What is Biotechnology?

Biotechnology is a tool based on biology, which incorporates the harnessing of cellular and biomolecular processes to develop technologies and products that help improve lives and overall health. For example, with depleting resources, the food and agricultural industries will need greater levels of food security to overcome global challenges of malnutrition. Scientists are able to harness biotechnology and utilise the tools under their disposal to alleviate this pressure. Even if breakthroughs in such field make minute differences in the lab, these minute differences amplify when applied on a global scale. For example, if scientists are able to increase crop yield, ever so slightly, while maintaining resource consumption, this scales up and may be able to feed millions more.

The right choice

Now you might ask, why choose MSA? Our university and faculty staff are dedicated to providing top-level education that infuses strong basic knowledge, sound practice in biotechnology and applied biology in the students in hopes that they will develop careers that act in favour of the betterment of our society. We offer diverse syllabi that nurture creative thinking and prepare students for such careers. Our undergraduate programme provides a Bachelor of Science (BSc), which is an integrated program designed for training high quality scientists and future leaders in biotechnology. Our undergraduates receive high quality education from organized lectures and laboratory courses and have the opportunity to be involved in many aspects of campus life and prove themselves in training courses (nationally and abroad). We also provide the opportunity for students to further their studies through Honours programmes for a MSc scholarship, extracurricular activities, and faculty research activities.

MSA providing above and beyond.

Our evolving curriculum enables the students to pursue new insights and trends in biotechnology and related fields. We work closely with campus academic partners and cross-disciplinary initiatives, such as the National Center for Radiation Research & Technology, Atomic Energy Authority, AGERI, 57357 Hospital, Al Galaa Military Hospital, Petroleum Research Center, and Cairo University Research Park.

The alumni network that we have serve as an invaluable resource in mentoring students and offering networks of colleagueship and friendship among graduates.

Welcome again to the Faculty of Biotechnology at MSA which offers a window to the programs and people of this remarkable institution. I hope that you enjoy spending time at our campus and connect with our vibrant, creative, and welcoming community.

Professor Ayman Diab

Dean of The Faculty of Biotechnology

MSA University

Introduction to MSA University

Proud beginnings

October University for Modern Sciences and Arts (MSA) was established under Presidential Decree No. 244 in 1996 to introduce state-of-the-art technologies and concepts in all disciplines of study. MSA is proud that its different programmes were fully accredited before the graduation of its first class in Q1 of 2000. As an institution, MSA is a product of over 40 years of experience in the field of education at local and international levels. Dar El Tarbiah was the first language school founded by Egyptians in 1956. The institution has maintained an excellent reputation based on the high quality of teaching and facilities; it has been recognized locally and globally for the excellent results of its GCE, GCSE, IGCSE as well as the Egyptian General Certificate of Education and the American Diploma programmes.

Providing our services

Our success in teaching for over a decade has been the driving force in the establishment of MSA University. After delivering a proven track record in education through the success of Dar El Tarbiah, we feel the obligation to advance to higher education and apply our skills in undergraduate and postgraduate studies. The current academic framework of MSA is divided into nine faculties, namely:

- Faculty of Management Sciences.
- Faculty of Engineering.
- Faculty of Computer Science.
- Faculty of Mass Communication.
- Faculty of Languages.
- Faculty of Arts.
- Faculty of Pharmacy (established in 2004).
- Faculty of Dentistry (established in 2004).
- Faculty of Biotechnology (established in 2004).

A cut above

At MSA, we are committed to the pursuit of excellence in curricula, facilities, staff and students. That is the main reason why our modern and progressive policies and up-to-date educational facilities have been internationally acknowledged by several universities in the UK and USA with which we have several co-operation agreements. Our programmes are designed and implemented according to the most demanding international standards. All course outlines highlight the role of new and emerging technologies in meeting the challenges posed by the information and communication technology era.

The faculties are located on campus which grants access to excellent facilities for education and training in the aforementioned disciplines. The bachelor's degree in biotechnology is a 4-year, full-time programme of study aimed primarily at educating and training graduates in the fields of medical, pharmaceutical, agricultural, environmental, and industrial biotechnology. The Faculty of Biotechnology at MSA aims to fulfil an urgent academic and national need for establishing faculties that cater for the growing demand for graduates in the scientific and technological fields.

Education that you want and need

The Faculty of Biotechnology at MSA introduces a solid basis and the hands-on experience needed in this field. This is achieved through the work on-campus and internships with biotechnology-related firms, allowing students to grasp the latest trends in biotechnological sciences. MSA University believes that such knowledge is essential for Egypt to take the lead in biotechnological fields both locally and globally, which is paramount for the development of the Egyptian economy.

MSA aims to provide its students with an exceptional and enjoyable learning experience that will enable them to successfully integrate in the highly competitive global job market. Furthermore, the experience of Dar El Tarbiah Institution and MSA University in the field of education has made us determined to adopt the British system of education because of its unique characteristics of providing a "well-rounded" student able to face the exciting challenges of the future.

Introduction to The Faculty of Biotechnology

Our Vision

For the Faculty of Biotechnology at October University for Modern Sciences and Arts (MSA) to become the best faculty nationally, regionally and internationally in biotechnological sciences, and to be at the forefront of providing higher education, scientific research, as well as community service.

Our Mission

The Faculty of Biotechnology at October University for Modern Sciences and Arts (MSA) offers an outstanding educational programme, accredited nationally and internationally, using modern and advanced technological approaches, that supports entrepreneurship, thus qualifying competitive outstanding graduates who address the needs of labour market for all biotechnological fields. Furthermore, the faculty conducts applied scientific research, has prominent scientific publishing, contributes to distinguished community service, develops the competencies of its staff, and abides by national and international quality standards.

Our Objectives

The strategic goals for the faculty are aligned with the strategic goals of the university, and the faculty pursues the achievement of its mission through the following objectives:

- Providing an outstanding accredited programme in the field of Biotechnology
- Enrichment of the faculty's academic and applied research
- Have effective contributions in community and environmental services
- Continuous enhancement of the educational processes
- Development of the administrative and supporting units

Leading the way

The bachelor's degree in biotechnology at MSA is the first four-year full-time programme of study in the middle east, aimed primarily at educating and training graduates in the fields of medical, pharmaceutical, agricultural, DNA Forensics, environmental, and industrial biotechnology and their applications. The programme was validated via the Supreme Council for Egyptian Universities (SCEU) in 2009 and received the University of Greenwich (UKHE-QAA) Second unconditional validation in 2015, thus offering a dual certificate. The Faculty of Biotechnology, October University for Modern Sciences and Arts also received an official accreditation from The Egyptian National Authority for Quality Assurance and Accreditation of Education (NAQAAE) in 2018, therefore becoming the first faculty in the field of biotechnology to receive both an Egyptian & British accreditation.

Giving you options

After extensive research in several relative fields, the curriculum was established with a plan to first inaugurate a basis or foundation for a scientific background followed by a diversification into fields that address all of the market needs. Attributed to resource allocation, quality assurance and information management. The accreditation of the programme entails a particular flexibility that enables the approval of novel elective courses according to conducted market needs and employability assessments, these are determined via the faculty's teaching, learning and assessment development coordinator, some of which include:

- Behavioural Genetics.
- Sports & Nutrition.
- Laser Applications in Biotechnology.
- Entrepreneurship in Biotechnology.
- Food Safety; Biotechnology Project Start-ups.
- Vaccination & Immunotherapy.
- Advanced Immunology.

Creating future leaders

These courses are carefully tailored to cover the knowledge gap in fields like gene therapy, drug design, genomics, proteomics, genetic engineering for plants, animals, microorganisms, bioinformatics and fermentation technology. Biotechnology students at MSA University are exposed to the rapidly growing information revolution in the field biotechnological sciences and are supplied with the latest laboratory equipment worldwide. Huge investments are geared to provide excellence in scientific education.

Program Duration: *Full-time – 4-8 years (140 Credits)*

Degree: *B.Sc. (Hons) Biotechnological Sciences (UoG)/ BSc. Biotechnology (MSA)*

Introduction to The University of Greenwich

Wandering around the main campus in Greenwich, you could be forgiven for thinking that you were visiting the best university that the UK has to offer. The place is simply stunning! Palatial buildings, well-manicured lawns and a rarefied atmosphere are all aspects of the campus that will captivate your attention. Although its ranking and reputation aren't quite challenging Oxford and Cambridge yet, Greenwich is an important London university that has set out to be a diverse institution recruiting students from all kinds of backgrounds and locations, making it a fantastic place to study.

The south-east corner of London where Greenwich is situated is actually great value for money when compared to other parts of London. The other campuses, while not quite as aesthetically pleasing, are also great study locations. The University of Greenwich offers the best of both worlds, city and country. As a student you are on the doorstep of London, but with the cream of Kent - rolling hills, pub-to-pub walks, seaside resorts and historic sites – all within earshot of the university.

Education is about breadth as well as depth. It is about places and people, sights and heritage. So, let's look into how the university was born and how it has grown. The university traces its roots to 1890, when Britain's second polytechnic was opened near the Thames at Woolwich to teach practical and commercial skills to London workers. An innovator from the start, the polytechnic pioneered the country first part-time day-release and sandwich courses. Over the years, a range of specialist organisations have joined the institution, giving it diverse strengths in subjects such as teacher training, architecture, engineering and history. The name Thames Polytechnic was adopted in 1970. The University of Greenwich was awarded university status in 1992.

The university has three campuses: Avery Hill, in the south-east London district of Eltham; Greenwich, in the historic London borough; and Medway, which is in Chatham Maritime, Kent. The university is proud of its diverse student body. People from more than 100 countries choose to study at Greenwich, part of an international student community of 4,000. Services for students with disabilities or who have dyslexia give support to more than 1,000. Many of our black and other ethnic-minority students participate in a mentoring scheme which pairs them with highfliers in the city and elsewhere. Students benefit from a research environment where staff share their expertise and specialist facilities. Greenwich has set high standards for teaching quality and provides professional training opportunities for all lecturers. They also measure students' views on their services through the annual student satisfaction survey, and if shortcomings are found, they address them.

Each year, the university offers its most distinguished buildings as part of the London Open House architectural festival, an event enabling the public to appreciate some of the capital architectural gems. The university also takes part in the annual Greenwich and Docklands International Festival, a celebration of music, theatre, dance and other performing arts in and around the borough. Our ongoing support of

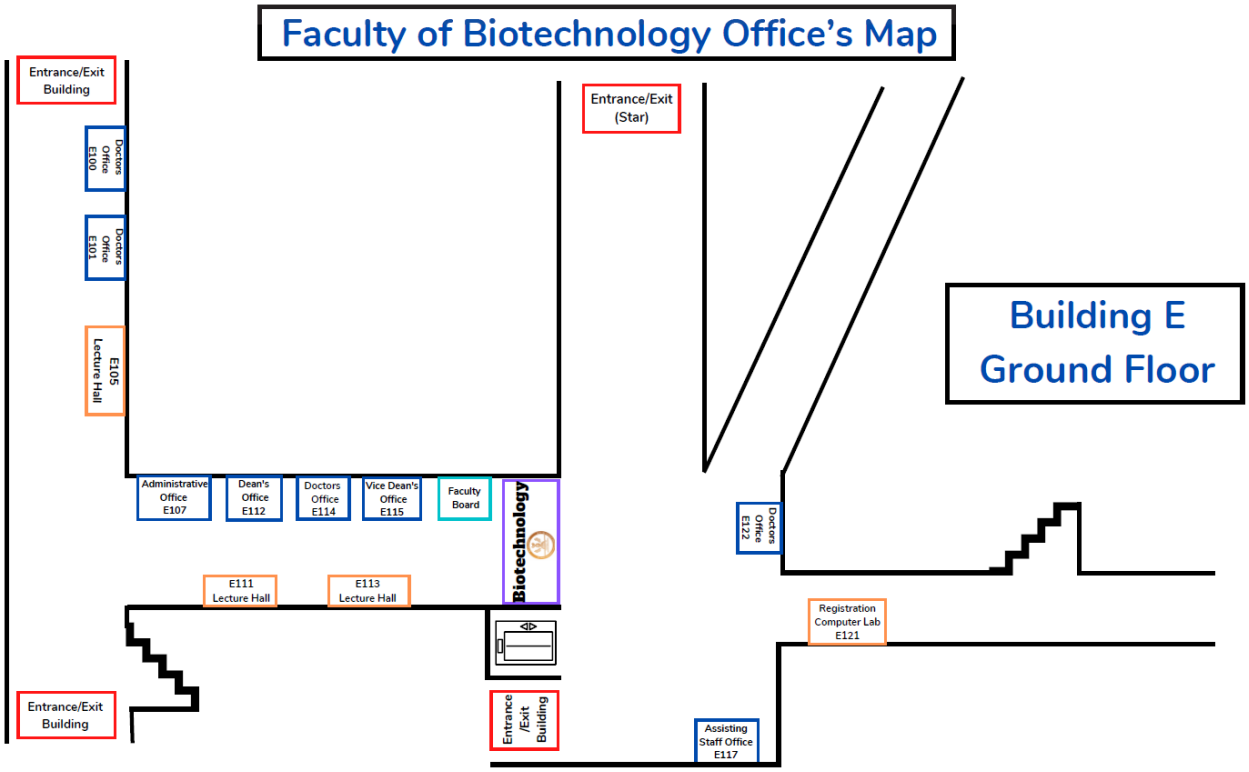
Black History Month has brought a range of special events to the Greenwich Campus, including talks, presentations and exhibitions.

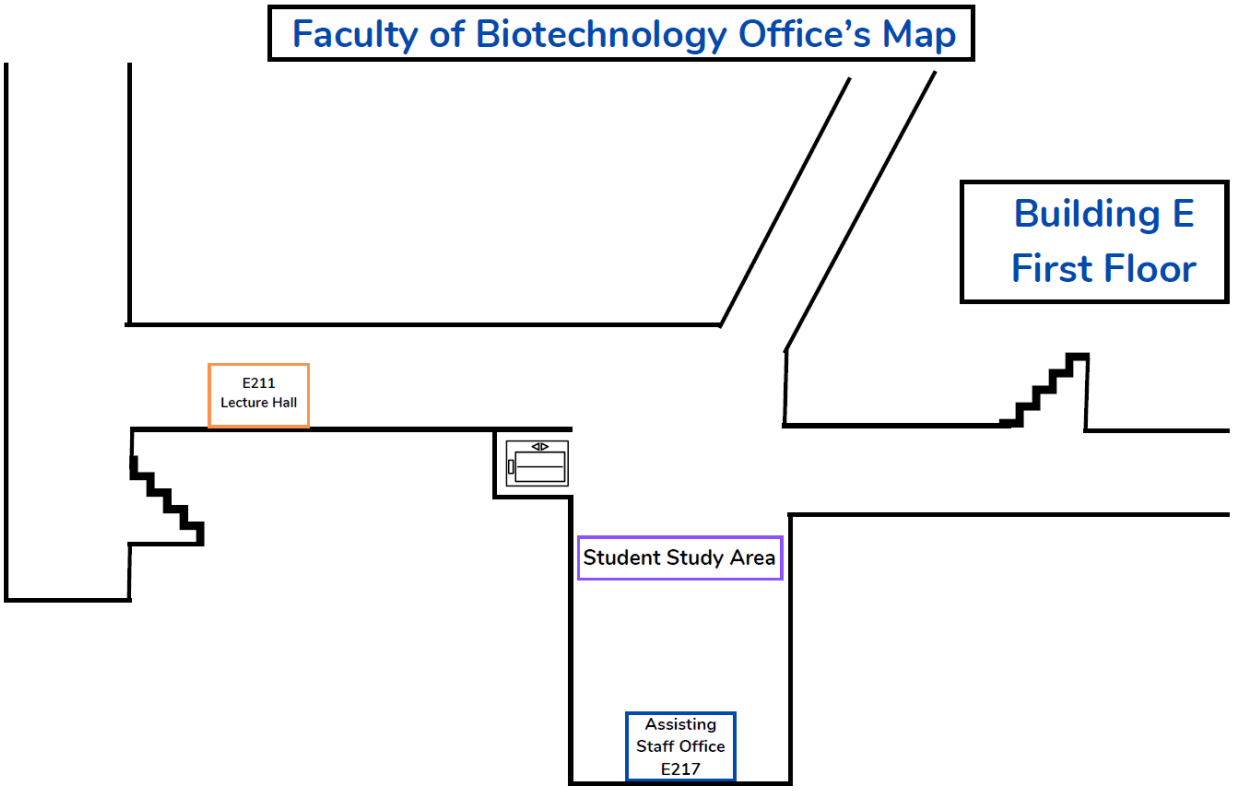
Also, on the Greenwich Campus, the Stephen Lawrence Gallery showcases the work of artists from all backgrounds. Recent exhibitions include Trace, a work examining the processes of memory, and Candy Pop and Juicy Lucy, staged within an ice cream van, and inspired by the artist's childhood memories of her father's job selling ice creams.

Maps

- **Campus map**

- **Faculty map**


Faculty of Biotechnology Office's Map
Entrance/Exit Building
Doctors Office E100
Doctors Office E101
E105 Lecture Hall
Entrance/Exit (Star)
Building E Ground Floor
Administrative Office E107
Dean's Office E112
Doctors Office E114
Vice Dean's Office E115
Faculty Board
Biotechnology
Doctors Office E122
E111 Lecture Hall
E113 Lecture Hall
Registration Computer Lab E121
Entrance/Exit Building
Entrance /Exit Building
Assisting Staff Office E117


Faculty of Biotechnology Office's Map
Building E First Floor
E211 Lecture Hall
Student Study Area
Assisting Staff Office E217

Academic calendar

The academic calendar is constantly updated with the starting dates, ending dates, exam dates and vacation dates of each semester (Fall/ Spring/ Summer) and can be accessed through the link below:

http://www.msa.edu.eg/msauniversity/index.php/student-life/academic-calendar

Programme staff list

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- **Expertise of staff**

Biotechnology covers many fields of specialism within the broader field of biosciences. As this programme has many teaching staff operating within, hence, most if not all staff, are specialised in quite a narrow area of study and they will have very advanced specialist knowledge in that area. Therefore, any scientific (or non-scientific) question will likely have a specialist that would be more than happy to address it. This will become especially apparent in the 3rd and 4th years of study.

Programme specifications

Awarding institution: October University for Modern Sciences and Arts (MSA).

Teaching institution: Faculty of Biotechnology, MSA.

Accredited by: The Egyptian Supreme Council of Universities (ESCU) and the Committee Sector for Biotechnology Education (CSBE).

Final award: B.Sc. of Biotechnological Sciences.

Programme Title: Biotechnology Hons. Programme

UCAS code: G70 (University of Greenwich Code)

QAA: Dr. Gehan Safwat (FDLQ)

- **Educational aims**

• To provide a coherent multidisciplinary study to build the ideal foundation in the students to help prepare their integration in the scientific community and develop a challenging career in the fields of medicine, pharmaceuticals, agriculture, industry, environmental biotechnology or any career that they may qualify for.
• To provide its students with an exceptional and enjoyable learning experience that will enable them to successfully integrate in the highly competitive global job market.
• To create students that are able to solve problems, conduct research and create goods & services in the various fields of biotechnology.
• To instil an appreciation for the field biotechnology and its impact on the world around us.

- **Learning outcomes and skills gained**

A. Knowledge and understanding:	**Programme ILO(s)**	**Teaching & Learning Methods**	**Assessment Methods**
A.1. Core and associated sciences related to biotechnology	**A.1-A.8**	Lectures. Discussions. Case Studies. Recitations. Self-Learning. Group Tutorials. Guided Independent Study. E-learning. Academic counselling	Articles for different audiences. Case studies. Designing learning materials. Essay. Field report. Multiple choice questions (MCQs). Observation. Short answer questions. Seen Exams
A.2. Fundamentals of biotechnological practices			
A.3. Value of biotechnological applications on quality of life and the involved risks and biohazards			
A.4. Lifelong and self-learning strategies for continuous improvement			
A.5. Ethical, legal, and social issues associated with biotechnology			
A.6. Strategies of digital learning and basics of programming			
A.7. Global and cultural diversity issues in accordance with biotechnology			
A.8. Basis of general and biostatistics			

B- Intellectual skills:	Programme ILO(s)	Teaching & Learning Methods	Assessment Methods
B.1. Assess and evaluate the impact of biotechnological applications on quality of life	**B.1- B.6**	Seminars. Independent Student Projects. Group Tutorials. Pecha Kucha. Writing. Group Projects	Seen exams. Question banks. Problem sheets. Online discussions. Make or design something. Designing learning materials. Book, website, journal article or programme review. Annotated bibliographies. Short answer questions.
B.2. Interpret data from different biotechnological disciplines and synthesize creative solutions			
B.3. Evaluate biotechnological products, in field and/or laboratories, with reference to standards			
B.4. Formulate hypotheses, and design scientific experiment in the field of biotechnology			
B.5. Formulate goals and objectives utilizing information and data for quality planning			
B.6. Use problem-solving approaches in multi-disciplinary situational analysis			

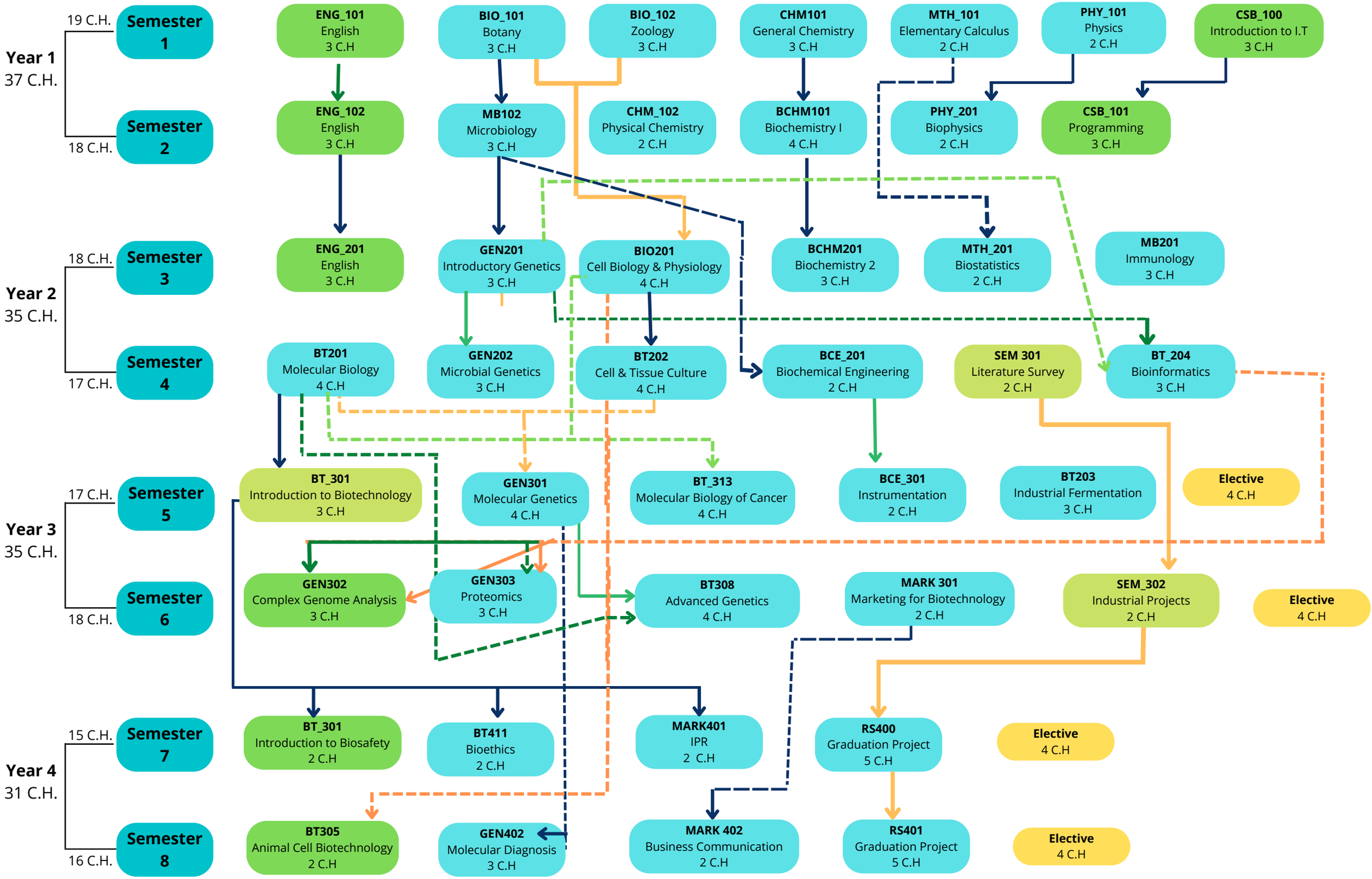
C- Practical Skills	Programme ILO(s)	Teaching & Learning Methods	Assessment Methods
C.1. Employ the theoretical knowledge and skills in practices in different biotechnological domains	**C.1- C.5**	Labs. Group Labs. E-learning. Field Visits.	'Doing it' exam. Field report. Grant application. Laboratory books / Reports. Mini-practical. Observation. Selective reports / Sampling reports.
C.2. Operate and maintain equipment with reference to standards			
C.3. Perform biotechnological techniques safely in sterilized environment			
C.4. Use molecular biology and genetic engineering procedures and techniques according to standards			
C.5. Monitor, Retrieve, Categorize, analyse and evaluate relevant data from literature using information technology, bioinformatics and library resources			

D- Transferable skills:	Programme ILO(s)	Teaching & Learning Methods	Assessment Methods
D.1. Communicate effectively using variety of media, with fluent discussion	**D.1-D.6**	Pecha Kucha. Writing. Group Projects. Independent Student Projects. Seminars. One to one tutorial.	Portfolios / e-Portfolios. Oral presentations. Posters. Research projects / Group projects. *Viva voce.* Simulations
D.2. Collaborate effectively within team and set priorities			
D.3. Demonstrate effective time and resources management			
D.4. Demonstrate skills for lifelong learning, self-learning and self-evaluation			
D.5. Adopt a creative attitude in an ethical and scientific approach			
D.6. Use software and digital data-basis effectively			

- **Program structure**

MSA University Faculty of Biotechnology Courses Roadmap

Total Credit Hours: 140



- **Overall Programme Curriculum**

Subject	Course Status	Courses		
		Course code	Course title	Credits
Computer Science	**Compulsory**	CSB_100	Introduction to Information Technology	3
		CSB_101	Computer Programming, I	3
			2 courses	**6**
English	**Compulsory**	ENG_101b	English for academic purposes	3
		ENG_102b	English Language for studying skills	3
		ENG_201b	English for Research Purposes	3
			2 courses	**9**
Mathematics & Statistics	**Core**	MTH_101b	Elementary Calculus	2
		MTH_201b	Biostatistics	2
			2 courses	**4**
Biotechnology	**Compulsory Core**	BT201	Molecular Biology	4
		BT202	Cell & Tissue Culture	4
		BT_204	Bioinformatics	3
		BT_301	Introduction to Biotechnology	3
		BT308	Advanced Genetic Engineering: Gene Transfer	4
		BT305b	Animal Cell Biotechnology	2
		BT_313	Molecular Biology of Cancer	3
		BT203	Industrial Microbiology and Fermentation or (Microbial Biotech)	3
		BT401	Introduction to Biosafety and Risk Assessment	2
		BT411	Regulatory & Ethical Aspects of Biotechnology	2
			10 courses	**30**
Microbiology	**Core**	MB102	Microbiology	4
		MB201b	Immunology	3
			2 courses	**7**

Biochemistry	**Core**	BCHM101	Biochemistry 1 (Structure and Metabolism)	4
		BCHM201	Biochemistry II	3
			2 Courses	**7**
Biology	**Core**	BIO_101	Biology 1 (Botany)	3
		BIO_102	Biology 2 (Zoology)	3
		BIO201	Cell biology and Physiology	4
			3 Courses	**10**
Chemistry	**Core**	CHM101b	General Chemistry	3
		CHM_102b	Physical Chemistry	2
			2 Courses	**5**
Physics	**Core**	PHY_101b	Physics	2
		PHY201b	Biophysics	2
			2 Courses	**4**
Genetics	**Core**	GEN201	Introductory Genetics	3
		GEN202	Microbial Genetics	3
		GEN301	Molecular Genetics & Genetic Engineering	4
		GEN302	Complex Genome Analysis	3
		GEN303	Proteomics and Protein Engineering	3
		GEN402	Molecular & Genetic Diagnosis	3
			6 Courses	**19**
Marketing / IPR	**Compulsory Core**	MARK301	Management & Marketing in Biotechnology	2
		MARK401	Intellectual Property Protection	2
		MARK402	Business Communication	2
			3 Courses	**6**
Biochemical Engineering and Instrumentation	**Compulsory Core**	BCE_201	Biochemical Engineering	2
		BCE_301	Instrumentation for Biotechnologists	2
			2 Courses	**4**
Research & Seminar	**Compulsory Core**	SEM301	Literature Survey	1
		SEM_302	Industrial Projects	2
			2 Courses	**3**

Elective Courses		MB303	Advanced Immunology	4
		GEN304	Pharmacogenetics	4
		BT304	Food Biotechnology	4
		BT306	Environmental Biotechnology	4
		BT307	Nanotechnology	4
		BT309	Molecular Drug Design	4
		BT310	Host Plant Resistance	4
		BT312	DNA Forensics	4
		BT322	Bioremediation of contaminated sites	4
		BT402	Stem Cell Technology	4
		BT315	Biotechnology Project Start-up	4
		BT404	Food Safety and Quality Management	4
		GEN305	Human and Behavioural Genetics	4
		MB403	Vaccinations & Immunotherapy	4
		MB404	Molecular Virology	4
		BT406	Entrepreneurship in Biotechnology and Development	4
		BT405	Laser Applications in Biotechnology	4
		BT403	Sports Nutrition	4
		BCHM301	Clinical Biochemistry	4
		BT316	Molecular Criminology	4
		BT408	Petroleum Biotechnology	4
		BT407	Mesotherapy	4
		BT412	Biomolecular Archaeology	4
			Any other relevant course	4
		Only 4 courses required		**16**
Project	**Core**	**RS_400/RS_401**	Industrial Biotechnology	**5**
			Environmental Biotechnology	**5**
			Agricultural Biotechnology (Plant)	**5**
			Agricultural Biotechnology (Animal)	**5**

			Gene Therapy (Human / Animal)	**5**
			Drug Engineering	**5**
			Molecular and Genetic Diagnosis	**5**
			Medical Biotechnology	**5**
			Forensic Science	**5**
			Bio Pharmaceuticals	**5**
			Biopharming	**5**
		Credits awarded as 5 cr. per semester		**10**
Total		**47 courses**		**140**

- **Courses by Semester**

First year- Semester 1						Weekly Contact Hours			
S/N	**Course Code**	**Course Title**	**Total Credits**	**Subject Group**	**Pre-requisite**	**Theor.**	**Pract.**	**Tutorial**	**Total**
1	**BIO_101**	Biology 1 (Botany)	3	Biology	**-**	2	2	-	4
2	**BIO_102**	Biology 2 (Zoology)	3	Biology	**-**	2	2	-	4
3	**MTH_101b**	Elementary Calculus	2	Mathematics	**-**	2	-	-	2
4	**CHM101b**	General Chemistry	3	Chemistry	**-**	2	2	-	4
5	**ENG101b**	English for Academic Purposes	3	English	**-**	3	-	-	3
6	**PHY_101B**	Physics	2	Physics	**-**	1	2	-	3
7	**CSB_100**	Introduction to Information Technology	3	Computer	**-**	2	2	-	4
			19			**14**	**10**	**-**	**24**

First year- Semester 2						Weekly Contact Hours			
S/N	**Course Code**	**Course Title**	**Total Credits**	**Subject Group**	**Pre-requisite**	**Theor.**	**Pract.**	**Tutorial**	**Total**
1	**PHY201b**	Biophysics	2	Physics	**PHY_101B**	2	-	-	2
2	**CHM_102B**	Physical Chemistry	2	Chemistry	-	2	-	-	2
3	**BCHM101**	Biochemistry 1	4	Biochemistry	**CHM101b**	3	2	-	5
4	**MB102**	Microbiology	4	Microbiology	**BIO_101**	2	4	-	6
5	**ENG_102b**	English Language for studying skills	3	English	**ENG_101b**	3	-	-	3
6	**CSB_101**	Computer Programming I	3	Computer	**CSB_100**	2	2	-	4
			18			**14**	**8**	**-**	**22**

Second year- Semester 1						Weekly Contact Hours			
S/N	**Course Code**	**Course Title**	**Total Credits**	**Subject Group**	**Pre-requisite**	**Theor.**	**Pract.**	**Tutorial**	**Total**
1	**GEN201**	Introductory Genetics	3	Genetics	**MB102**	2	2	-	4
2	**MTH_201B**	Biostatistics	2	Mathematics	**MTH_101b**	2	-	1	3
3	**MB201B**	Immunology	3	Microbiology	**BIO_102, MB102**	2	2	-	4
4	**BIO201**	Cell Biology and Physiology	4	Biology	**BIO_101, BIO_102**	3	2	-	5
5	**ENG_201b**	English for Research Purposes	3	English	**ENG_102b**	3	-	-	3
6	**BCHM201**	Biochemistry II	3	Biochemistry	**BCHM101**	2	2	-	4
			18			**14**	**8**	**1**	**23**

Second year- Semester 2						Weekly Contact Hours			
S/N	**Course Code**	**Course Title**	**Total Credits**	**Subject Group**	**Pre-requisite**	**Theor.**	**Pract.**	**Tutorial**	**Total**
1	**BT201**	Molecular Biology	4	Biotechnology	**MB102, GEN201**	2	4	-	6
2	**GEN202**	Microbial Genetics	3	Genetics	**GEN201, MB102**	2	2	-	4
3	**BT202**	Cell and Tissue Culture	4	Biotechnology	**BIO201**	2	4	-	6
4	**BT_204**	Bioinformatics	3	Biotechnology	**GEN201**	2	2	-	4
5	**BCE_201**	Biochemical Engineering	2	Biochemical Eng. & Instr.	**MB201**	2	-	-	2
6	**SEM301**	Literature Survey	1	Seminar & Research	**-**	1	-	-	1
			17			**11**	**12**	**1**	**23**

Third year- Semester 1						Weekly Contact Hours			
S/N	**Course Code**	**Course Title**	**Total Credits**	**Subject Group**	**Pre-requisite**	**Theor.**	**Pract.**	**Tutorial**	**Total**
1	**GEN301**	Molecular Genetics & Genetic Engineering	4	Genetics	**BT202, BT201**	3	2	-	5
2	**BT_301**	Introduction to Biotechnology	3	Biotechnology	**BT201**	2	2	-	4
3	**BT_313**	Molecular Biology of Cancer	3	Biotech	**BIO201, BT201**	2	2	-	4
4	**BCE_301**	Instrumentation for Biotechnologists	2	Biochemical Eng. & Instr.	**BCE_201**	2	-	-	2
5	**BT203**	Industrial Microbiology and Fermentation (Microbial Biotech)	3	Biotechnology	**MB102**	2	2	-	4
6	**ELECT_BIO1**		4	Electives	**-**	2	4	-	6
			19			**13**	**12**	**-**	**25**

Third year- Semester 2						Weekly Contact Hours			
S/N	**Course Code**	**Course Title**	**Total Credits**	**Subject Group**	**Pre-requisite**	**Theor.**	**Pract.**	**Tutorial**	**Total**
1	**GEN302**	Complex Genome Analysis	3	Genetics	**BT_204, BT201**	2	2	-	4
2	**GEN303**	Proteomics & Protein Engineering	3	Genetics	**BT_204, BT201**	2	2	-	4
3	**SEM_302**	Industrial Projects	2	Seminar & Research	**70 credits + SEM301**	1	2	2	5
4	**MARK301**	Management & Marketing in Biotechnology	2	Marketing /IPR	**-**	2	-	-	2
5	**BT308**	Advanced Genetic Engineering: Gene Transfer	4	Biotech.	**BT201, GEN301**	2	4	-	6
6	**ELECT_BIO2**		4	Electives	**-**	2	4		-
			18			**11**	**14**	**2**	**27**

Fourth year- Semester 1						Weekly Contact Hours			
S/N	**Course Code**	**Course Title**	**Total Credits**	**Subject Group**	**Pre-requisite**	**Theor.**	**Pract.**	**Tutorial**	**Total**
1	**BT401**	Introduction to Biosafety and Risk Assessment	2	Biotech.	**-**	2	-	-	2
2	**MARK401**	Intellectual Property Protection	2	Marketing	-	2	-	-	2
3	**BT411**	Regulatory & Ethical aspects of Biotechnology	2	-	**-**	2	-	-	2
4	**ELECT_BIO3**		4	-	**-**	2	4	-	6
5	**RS_400**	Research Project	5	**-**	**BT_301**	-	10	2	12
			15			**8**	**14**	**2**	**24**

Fourth year- Semester 2						Weekly Contact Hours			
S/N	**Course Code**	**Course Title**	**Total Credits**	**Subject Group**	**Pre-requisite**	**Theor.**	**Pract.**	**Tutorial**	**Total**
1	**MARK402**	Business Communication	2	Marketing	**-**	2	-	-	2
2	**GEN402**	Molecular & Genetic Diagnosis	3	Genetics	**GEN301**	2	2	-	4
3	**BT305**	Animal Cell Biotechnology	2	Biotech.	**BIO201**	2	-	-	2
4	**ELECT_BIO4**		4	-	**-**	2	4	-	6
5	**RS_401**	Research Project	5		**RS_400**	-	10	2	12
			16			**8**	**16**	**2**	**26**

Fourth year- Research project			
Project	**Core (Select one topic only)**	RS_400/RS_401	Industrial Biotechnology
			Environmental Biotechnology
			Agricultural Biotechnology (Plant)
			Agricultural Biotechnology (Animal)
			Gene Therapy (Human / Animal)
			Drug Engineering
			Molecular and Genetic Diagnosis
			Medical Biotechnology
			Forensic Science
			Bio Pharmaceuticals
			Bio farming

Elective courses				
S/N	**Course Code**	**Course Title**	**Total Credits**	**Subject Group**
1	MB303	Advanced Immunology	4	Elective
2	GEN304	Pharmacogenetics		
3	BT304	Food Biotechnology		
4	BT306	Environmental Biotechnology		
5	BT307	Nanotechnology		
6	BT309	Molecular Drug Design		
7	BT310	Host Plant Resistance		
8	BT312	DNA Forensics		
9	BT322	Bioremediation of contaminated sites		
10	BT402	Stem Cell Technology		
11	BT315	Biotechnology Project Start-up		
12	BT404	Food Safety and Quality Management		
13	GEN305	Human and Behavioural Genetics		
14	MB403	Vaccinations and Immunotherapy		
15	MB404	Molecular Virology		
16	BT406	Entrepreneurship in Biotechnology and Development		
17	BT405	Laser Applications in Biotechnology		
18	BT403	Sports Nutrition		
19	BCHM301	Clinical Biochemistry		
20	BT316	Molecular Criminology		
21	BT408	Petroleum Biotechnology		
22	BT407	Mesotherapy		
23	BT412	Biomolecular Archaeology		

- **Means of skill development**

Through pursuing this BSc in Biotechnological Science, students have many opportunities to develop their skills through well-designed events, training, projects and other resources made available by the faculty. These include but are not limited to:

Field trips

Field trips are an excursion outside the classroom or laboratory and are used to complement the material taught or be a primary teaching activity for students. Courses that incorporate field trips significantly help students in familiarizing themselves to different fields of biotechnology. Amongst the known field-trip venues are:

- Egyptian Company for Food Industry (EGC)/Iceman.
- DOHLER Company.
- Nanotechnology Laboratory for Food and Feed at the Agricultural Research Centre.
- Solid Wastes Recycling Company (ECARU).
- Edita Food Factories.
- Juhayna Companies.
- Wadi Food Company, WasteWater Treatment Facility Zinayn.
- El Nasr Company for Rubber Products.
- Bibliotheca Alexandria.
- Kuwaiti-Egyptian for Medical Industries Company (Kemico).
- The Technological Dairy Unit, Faculty of Agriculture, Cairo University.

Training

The Faculty of Biotechnology has designed training programs to provide students with the theoretical and practical training needed. The training programs at the faculty allow students to develop areas that suit their particular needs, particularly highlighted through elective courses.

Attendees have the opportunity to interact with personnel from different organizations and different industries. Among the accommodating hosts included but were not limited to:

- 57357 Hospital
- Al Galaa Military Hospital
- Medical Global Labs
- Cairo University Research Park (CURP)
- Egyptian Centre for Research and Security Studies
- Horticulture Research Institute, Greenwich University
- Nano-Tech Egypt Centre
- Metalabs
- Nile Centre for IVF

- VACSERA
- Optoscient Company
- Horticultural Central Laboratory

Available training opportunities for the students are announced by the faculty, with separate fees. Those one-of-a-kind opportunities at these esteemed institutes are the fruition of multiple agreements signed between the faculty and the institutes. Students can sign up at E107.

Clubs

The Faculty of Biotechnology encourages students to actively engage in various extracurricular clubs and activities on campus. Student activities are generally designed to offer students opportunities for leadership, and to get them more involved in social responsibility, citizenship, volunteerism, and student employment. The faculty has 12 clubs among them including Book Club, Journal Club, Science Fiction & Futurism Club, Craftology Club, Mental Health Awareness Club, Debate Club, Bioinformatics Club, and Computational Biology Club & Inspire Club. Below you can find Facebook groups and short descriptions of two clubs.

The Journal Club services the research needs of the learning community and grants access to many resources. The club is dedicated to creating students that can engage with the scientific community. Join us on our Facebook page to keep up with the latest news and events!

The Book Club- Reading is one of the first talents we learn as children, and to further evolve as intellectuals, we need to understand the context of what we're reading in relation to the world. Our club aims to educate students about books and their respective genres. After all, knowledge is the food of the brain! Join us on our Facebook page to keep up with the latest news and events!

Events

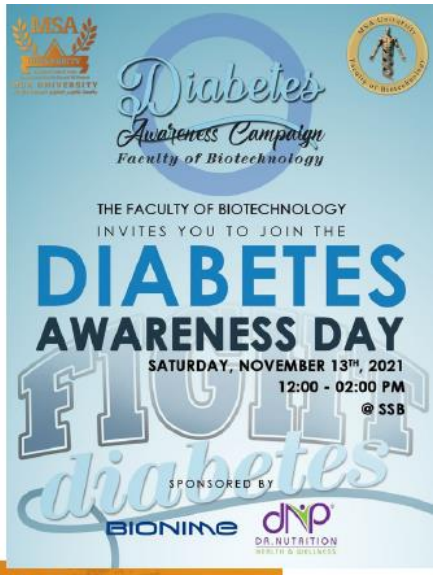
The Faculty of Biotechnology promotes events and activities in various areas to support student needs and interests. Among these events were: Fit Campus, Biotech Got Talent, Biggest Loser Competition, Biotechnology Sports Day, Biosafety Symposium, Exhibition on the Versatility of Biotechnology, Stem Cells workshop & Biotechnology Horizons 2050.

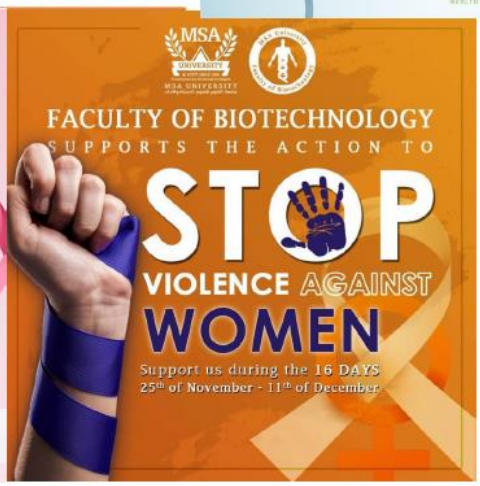
Awareness Campaigns:

Social consciousness is a primal aim at the faculty and thus students are encouraged to help organize events and campaigns related to current issues and help raise awareness of existing problems, engage in social services and solving major problems. Among the organized campaigns routinely conducted were Breast Cancer Awareness (October), Diabetes (November), Hepatitis C Virus (HCV), Autism (April),

International Violence against Women (November), Mental Health (October), World Hand washing and Hygiene Day (October).

Some awareness campaign posters can be seen below:





Conferences / Workshops / Scientific Competitions

The faculty made good use of the events held during the year by giving the students a chance to join its organization and to participate in the students' conferences such as Cairo International Exhibition of Innovation Conference, Medical Integrated Students Research Conference and Annual Conference of Biochemistry, Bridging Gaps on Oncology & Molecular Biology. This increased the students' self-confidence and highly enriched their experience and attachment to the biotechnology field. The Faculty of Biotechnology has also been actively participating in a number of competitions such as Science Operation Leaders in Egypt **"SOLE"** which is one of the most important national competitions tailored for biotechnology students across Egypt.

Graduation projects

The graduation projects course is one of the most unique and laborious courses at the faculty. For their senior year, students get to partake in two individual research projects in two different venues of their choosing. For the duration of their project, students get to expand their circle of external contacts, take on real-life professional and practical skills and get a chance to produce their own scientific publications. Throughout the semester the students also undergo writing sessions to help them with their thesis writing. It is common that our students often garner job opportunities from their host venues upon graduation. Our graduates are also granted a membership in the Syndicate of Scientific Professions once they graduate.

Guest Speakers

The faculty of Biotechnology regularly runs guest lecturers featuring high-profile individuals from the professional and business world. Informative, stimulating and even controversial, these talks open students' eyes to what's going on across various sectors, support professional development and help build network of contacts. Guest speakers cover a wide range of subjects and are open to students, alumni and professionals in the region.

• Career advice and career destinations

The aim of the faculty is to prepare bright young scientists for a challenging career in medical, pharmaceutical, agricultural, industrial or environmental biotechnology. The career opportunities for biotechnology students are promising in research, production, development and manufacturing including, but not limited to:

- Genetic counselling
- Microbiology
- Virology
- Agricultural
- Molecular diagnostic laboratories
- Pharmaceuticals
- The biotechnology industry
- Tissue culture
- The food industry
- Forensic sciences
- Bioinformatics
- Environmental agencies
- Academic careers.

In order for the students to go into any career pathway revolving around wet lab research or diagnostics, they would need to extensively develop specific wet lab skills depending on their field of interest.

For example, a student interested in cancer research would benefit from choosing elective courses that teach advanced aspects of cell & tissue culture, oncology, and molecular biology. They should also try and

target graduation projects revolving around this subject area so they may gain more hands-on experience and develop their skills so they may be more competitive in the field.

Students targeting wet lab work would also benefit from pursuing more advanced degrees (MSc and PhD) in their area of interest. This would help them determine the more specific area of research they can pursue and further develop their skills.

Alternatively, a student interested in bioinformatics would need to put more focus into their computer and analytical skills which would greatly benefit them should they choose to continue their career in *in-silico* research or data analysis.

Every student will have slightly different aspirations and career plans. Consequently, there is no career advice that can be classified as one-size-fits-all. The wisest course of action that students can take to identify how to move forward with their career is to ask knowledgeable people in their field of interest, but when in doubt, the professors, doctors, and teaching assistants are always more than happy to give general or more specific advice regarding students' career choices, plans, and address any concerns and questions the students may have.

• Opportunities to study abroad

The Faculty of Biotechnology presents many opportunities for students to study abroad and experience foreign culture. These opportunities are available for students at different stages of study, including the opportunities to:

- Conduct their graduation project in the U.K.
- Be granted a scholarship for their MSc studies in the U.K.

Students who take advantage of this resource will surely add to their repertoire of knowledge and experience, granting them an edge over the competition. This knowledge may not necessarily be related to their field of study, either. Students benefiting from these opportunities to study abroad may find themselves gaining knowledge about peoples' cultures and lifestyles which increases their awareness of the world. Programme Structure: Levels, Course roadmap and Credits

General rules & regulations

For the latest Rules and regulations please visit the following link:

https://drive.google.com/file/d/1PKP7Ge6fhVF5KTCYxtQ3H9dkeiv_GIoV/view?usp=sharing

- **Student Rights and Responsibilities**

The Faculty of Biotechnology is a community of scholars in which the ideals of freedom of inquiry, thought and expression are sustained. The goal of the Student Rights and Responsibilities Policy is to ensure appropriate student behaviour is maintained in a diversified educational environment. This policy governs the non-academic behaviour of students, identifies student rights and responsibilities, identifies behaviour that is considered non-academic student misconduct, ensures transparency, consistency and predictability in policies and procedures, identifies the process by which student non-academic misconduct will be addressed and the avenues of appeal.

The faculty is committed to supporting the exercise of any right guaranteed to individuals by The Faculty of Biotechnology and to educating students of their responsibilities.

Student Rights

The Faculty of Biotechnology seeks to maintain an environment where students have the following rights:

- ✓ Expression - Students can freely examine and exchange diverse ideas in an orderly manner inside and outside the classroom.
- ✓ Association - Students can associate freely with other individuals, groups of individuals and organizations for purposes which do not infringe on the rights of others.
- ✓ Freedom from Discrimination - Students can expect to participate fully in the faculty community without discrimination as defined by The Faculty of Biotechnology regulations.
- ✓ Safe Environment – Students can function in their daily activities without unreasonable concerns for personal safety.
- ✓ Privacy – Students are free of unreasonable intrusions into personal records and/or matters relevant to identity, living space and well-being.
- ✓ Education – Students have access to excellent faculty, academic technology, classrooms, libraries, presentations and other resources necessary for the learning process.
- ✓ High Quality Resources – Students have access to high quality resources which support intellectual and social development.

- ✓ Learning Beyond Formal Instruction – Students have access to a variety of activities beyond the classroom, which support intellectual and personal development.
- ✓ Participation in Community Affairs – Students have opportunities to interact with people and institutions both within and beyond The Faculty of Biotechnology community.
- ✓ Counselling – Students have access to support in managing personal adjustments, understanding self and others, and career planning and personal decision-making.
- ✓ Grievance Process – Students have access to established procedures for respectfully presenting and addressing their concerns/complaints to The Faculty of Biotechnology.
- ✓ Academic and Administrative Policies - Students can expect academic and administrative policies that support intellectual inquiry, learning, and growth.
- ✓ Prompt Responses from Administration - Students have the right to expect prompt and courteous responses from the faculty's academic and administrative departments.

Diversity Statement

The faculty and its staff are committed to providing an equal educational opportunity to all students. One of the facets of the faculty includes the opportunity to learn in an environment where there are other individuals from varied backgrounds and characteristics, which include, but are not limited to, race, ethnicity, religion, spiritual beliefs, national origin, gender, socioeconomic background, disability and intellectual perspective. The faculty does not condone harassment (or other forms of inappropriate conduct) against any student or staff.

Student's Responsibilities

In order to enhance student learning, an environment conducive to learning must prevail. Therefore, to maintain a positive faculty environment, students will be held accountable for exhibiting the following behaviours:

- ✓ Students are to practice, in words and actions, courtesy and respect to faculty members, faculty employees, fellow students, and visitors.
- ✓ Students are expected to complete all assigned class work by the assigned deadline. This includes written work, studying, and other classroom projects that promote learning.
- ✓ Students are expected to be punctual and to attend all classes.
- ✓ Students are to ensure the safety of themselves and others by walking in an orderly manner.
- ✓ Students are expected to adhere to all classroom rules as set forth by faculty employees and administration.

Dress code

All students must follow the dress code on campus at all times. Ripped jeans, shorts/skirts above the knee and short sleeve shirts showing the shoulders are prohibited.

Standards of Conduct

Generally, prohibited conduct for which a student is subject to discipline is defined as follows:

1. **Conduct which intentionally or recklessly threatens the health or safety** of any person on faculty-owned or leased property, or at a faculty sanctioned function.
2. **Unauthorized entry** into or occupation of faculty facilities which are restricted for student use.
3. **Intentional disruption or obstruction** of teaching, research, administration, disciplinary procedures, other faculty activities, or activities authorized to take place on Faculty property.
4. **Unlawfully blocking or impeding normal pedestrian or vehicular traffic** on or adjacent to faculty property.
5. **Violation of faculty policies or regulations** including policies concerning the use of faculty facilities.
6. **Alteration, fabrication, or misuse of, or obtaining unauthorized access** to faculty documents, computer files or systems.
7. **Any violation of local law,** if such directly affects the faculty's pursuit of its proper educational purposes and only to the extent that such violations are not covered by other Standards of Conduct and only where a specific provision of a statute or ordinance is charged in the complaint.
8. **Failure to comply with directions of Faculty officials** including failure to give identity in situations concerning alleged violations.

Students of the faculty are expected to comply with the laws of the policies, procedures and regulations of the faculty and accepted customs of civilized society.

Faculty Policies

• Student Disciplinary Policy

1. **Awards and punishments pertaining to students include the following:**
   - Awards: citation, merit, grand merit and conferment of commendation certificate.
   - Punishments: reprimand, demerit, probation, suspension and dismissal.

2. **A student will be awarded with a citation or a merit if they:**
   - Demonstrate outstanding performance of their duties or provides enthusiastic service to the community.
   - Achieve an "excellent/ A" grade while participating in social body activities.
   - Demonstrate outstanding performance while participating in inter-school activities on behalf of the faculty.
   - Demonstrate outstanding deeds other than those listed above.

3. **A student will be awarded a grand merit if they:**
   - Perform in an outstanding manner in various inter-faculty activities or competitions on behalf of the faculty, enhancing its reputation.
   - Performs in an extraordinary manner, making remarkable contributions while serving as student body leader.
   - Performs a heroic act disregarding risks to serve or rescue others.
   - Makes a remarkable contribution to the faculty or general society.
   - Performs in another remarkable way, not listed above.

4. **A student will be awarded with a commendation certificate if they:**
   - Is graded A in overall conduct for the entire semester.
   - Demonstrates remarkable performance and enhances the faculty reputation while participating in a national or international competition on behalf of the faculty.
   - Demonstrates other extraordinary performance worthy of a commendation certificate.

5. **A student will receive a reprimand or demerit on their record if they:**
   - Fails to submit a certificate of selected classes within the time limit.
   - Disturbs discipline while participating in an official assembly.
   - Upsets public order and defies authority.
   - Removes or covers a faculty announcement or posters or impedes posting.
   - Endangers public safety by unintentional fault.
   - Damages or embezzles the faculty property.
   - Commits an indecent act.
   - Allows another person to falsely use their identification.
   - Fails to assume responsibility while taking charge of faculty property.
   - Insults or assaults, in bad faith, faculty or classmates.
   - Beats someone or participates in a physical altercation.
   - Defies examination rules.

- Disrupts teaching or damages faculty peacefulness.
- Obstructs faculty and staff from performing duties.
- Violates laws in network use or copyright, thus spoiling the faculty's reputation.
- Commits other acts similar to those listed above.

6. A student will receive a grand demerit on their record or be put into probation if they

- Repeats an offense.
- Tampers with, fakes or uses without permit others' identification.
- Defaming the Faculty of Biotechnology as informed by the competent authorities concerned.
- Commits larceny, misappropriation or embezzlement.
- Stores hazardous articles or unlawfully possesses banned articles inside the faculty.
- Cheats during an examination.
- Tampers with faculty records or examination
- Unlawfully uses or possesses illegal drugs.
- Breaches law as proven by court or The Faculty of Biotechnology after investigation.
- Commits other offenses similar to those listed above.

7. A student shall be expelled if they:

- Accumulate three grand demerits after offsetting merits and demerits.
- Repeat an offense deserving a reprimand or commits a more serious penalty during the period of probation.

8. A student shall be expelled or dismissed from student accreditation if they:

- Commit a gross offense after a period of probation.
- Cheat in an examination
- Tamper examination results or faculty records in a gross offense.
- Commit larceny, misappropriation or embezzlement in gross offense.
- Injure another person critically or threatens faculty security in a provable offense.
- Carry a lethal weapon or leads a mob on a rampage.
- Spread rumours, sows seeds of unrest, or defying authority.
- Breach law as officially verified by court or the faculty after investigation, in critical offense.
- Commit other offenses which warrant expelling or dismissal from student accreditation according to the faculty rules governing students and academic affairs.
- Commits other offenses similar to those listed above.

9. Procedures for disciplinary affairs:

- Where a student receives a citation, merit, reprimand or demerit, the Deputy Dean for students' affairs will directly inform such student after verification. Where a student receives a grand merit, grand demerit or higher-level merit or demerit, the Deputy Dean for students' affairs will resolve the final decision before reporting to the Dean.
- The student's parents or guardian shall be informed immediately upon verification of a demerit or a higher-level punishment; and shall be informed by making a remark on the conduct report at the end of a semester in case of awards or punishments in other categories.

- Awards and punishments received by a student during Faculty period may offset each other but shall not be expunged from the records. A student who deserves expelling shall not be exempted from such punishment even if they have received awards previously.
- A punishment of probation shall continue and shall not be expunged unless the Deputy Dean for students' affairs resolves to expunge it.
- A student shall receive an aggravated punishment if they wilfully misrepresent papers or data during the process of being investigated for their offense by the faculty and this is verified by the Deputy Dean for students' affairs.
- Other than what is set forth in this Policy, the Deputy Dean for student's affairs may, as well, duly change the level of awards or punishment on grounds of the students' age, Faculty year level, motivation, purposes, attitude, measures, behaviours and the consequence and propose to the Dean a final decision.
- During normal procedure, all award and punishment cases will be closed after the cases are completed, but they may be reopened in the event that new proof or data which were previously unavailable are subsequently discovered.

• Academic Appeals

The faculty provides students an opportunity to appeal decisions or policies affecting their academic standing. Avenues of appeal are as follows:

Grade Appeals

A student who wishes to appeal the final grade in a course should first seek a resolution of the issue informally with the faculty members. If an informal resolution cannot be reached, the student may appeal the grade formally, beginning with the faculty members and, if necessary, proceeding, at the request of the student or of the faculty members, through the levels of appeal (Faculty members, Department chair, Deputy Dean for Students affairs and then the Dean of the Faculty. At each stage of the appeal, the student must provide a written justification for the appeal and an explanation of the desired resolution; reviewers at any stage of the appeal may request appropriate additional documentation from any party to the appeal.

Student Fee Appeal:

Deals with all appeals for refund/waiver of tuition and fees, late fees, and other charges on the student account when the student has dropped or completely withdrawn after the deadline for a refund.

Fee Appeal Forms are available in the admission office. Appeals submitted without supporting documentation will automatically be denied. Student may re-appeal if they can provide the necessary documentation to support their appeal. Appeals are approved only if extenuating circumstances exist beyond the student's control that justifies an exception to the refund/cancellation policy. It is the student's responsibility to be aware of Faculty policy.

Special Admissions Appeal

Deals with all appeals relating to student undergraduate admission. A student may file an appeal for special consideration if unusual or extenuating circumstances prevented them from meeting the admission standards, meeting the application deadline, from meeting the requirements of provisional

status and for continuing provisional status. Students should provide any documentation of the situation. Forms should be picked up and returned to the admission office.

Appeal to drop after deadline

If students need to drop a single class in a current semester after the published deadline, but before the end of the semester, they must appeal to the Deputy Dean for Students Affairs. The student must make an appeal in writing and provide documentation of extenuating circumstances that would justify an exemption from the deadline policy. If the Deputy Dean gives permission, the student will complete the "Appeal to Drop after the Deadline" form and can then proceed to request approval and signature from the Dean.

Appeal to withdraw after deadline

If a student needs to completely withdraw (drop all courses) after the published deadline, but before the final's week of the current semester, they must appeal through the Deputy Dean for Students Affairs. The student must provide a thorough, written explanation regarding their circumstances, as well as documentation of extenuating circumstances beyond their control that prevented them from both completion of their courses and from withdrawing within the confines of the deadline dates.

• Academic Misconduct Appeals

Definition of Academic Misconduct:

- Any academic dishonesty in connection with the taking of, or in contemplation of the taking of any examination. (For the purposes of this policy, any student is academically dishonest who knowingly discovers or attempts to discover the contents of an examination before the contents are revealed by the instructor; obtains, uses, attempts to obtain or use any material or device dishonestly.
- Supplies or attempts to supply to any other person any material or device dishonestly; or during the course of an examination obtains or attempts to obtain unauthorized information from another student or from another student's test materials.)
- Any misrepresentation of academic work by a student as the product of their own study and efforts.
- The unauthorized possession, taking, or copying of solutions manuals or computerized solutions for homework or research problems assigned by a professor and/or instructor.

Notification of Charge of Academic Misconduct

In the event an instructor determines that a student has engaged in academic misconduct, the instructor will meet with the student and inform them of the action or sanction the instructor deems appropriate.

• Appeals Process

Informal Procedure

The student is advised by the instructor involved of the academic misconduct and what action or sanction the instructor will take due to the student's academic misconduct. Within five business days of having been informed of the finding of academic misconduct, and of the action or sanction by the instructor, a student may informally attempt to resolve the matter with the instructor. If the student is unable to informally resolve the matter with the instructor, then within five business days of the meeting with the instructor they may attempt to resolve the matter with the chair of the department. If the student is unable to informally resolve the matter with the department chair, the student must notify the instructor,

in writing, within five business days of the meeting with the department chair that they wish to exercise the right to a formal appeal pursuant to the procedures set forth below.

Formal Procedure

Within five business days of being notified by the student of intent to invoke the formal procedure, the instructor must advise the student, in writing, of the academic misconduct involved and the action or sanctions taken.

The student must then submit a written appeal to the instructor within five business days of receipt of the instructor's notification. The instructor will submit a written decision to the student and to the department chair within five business days of receipt of the appeal.

If not satisfied with the action of the instructor, the student may submit a written appeal to the department chair within five business days of receipt of the instructor's decision. The department chair will submit a written decision to the student with copies to the instructor within five business days of receipt of the appeal.

If not satisfied with the action of the department chair, the student may, within five business days, submit a written appeal to the deputy dean for students' affairs. The deputy dean for students' affairs will submit a written decision to the student with copies to the instructor and to the department chair within five business days of receipt of the appeal.

If not satisfied with the action of the deputy dean for students' affairs, the student may, within five business days, appeal to the Dean.

• Penalties for Academic Misconduct

Any student deemed guilty of an act of academic misconduct may be subjected to one or more of the following penalties:

- The student's grade in the course or on the examination or assignment affected by the misconduct may be reduced to an extent, including reduction leading to failure of the course.
- The student may be placed on probation or suspended from the faculty for a specific period of time.
- The student may be expelled from the faculty.

• Alcohol and Drugs Policy

The faculty is committed to the maintenance of a drug and alcohol-free workplace and the encouragement of a standard of conduct for employees and students whereby the unauthorized or unlawful possession, use, manufacture, or distribution of controlled substances or alcohol on faculty property or as a part of any of the faculty's activities is expressly prohibited. Students violating the faculty policy on alcohol or drugs are subject to sanctions up to and including expulsion from the faculty, referral for prosecution and their parents will be notified.

• Sexual Harassment and Violence Policy

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favours or other verbal or physical conduct of a sexual nature. Sexual harassment is a violation of both law and faculty policy and will not be tolerated at the faculty. The faculty considers sexual harassment a very serious

issue and shall subject the offender to dismissal or other sanctions following the faculty's investigation and substantiation of the complaint and compliance with due process requirements. Students committing sex offenses, whether on or off campus, are subject to faculty disciplinary action as well as criminal action.

- **Consensual Relationships Policy**

  For productive learning, members of the campus community should pursue their responsibilities guided by a strong commitment to principles of mutual trust, respect and confidence, as well as professional codes of conduct. Relationships between faculty, staff and students may involve power differentials that can carry risks of conflict of interest, breach of trust, abuse of power, and breach of professional ethics. Trust and respect are diminished when those in "positions of authority" are perceived as abusing their power. Those who abuse their power in such a context violate a duty to the faculty community, undermine professionalism and hinder fulfilment of the faculty's educational mission.

Guidelines

It should be understood by all members of the campus community that consensual relationships that occur in the context of educational or employment supervision and evaluation are generally deemed unwise as they present serious ethical concerns. Employees, whether faculty or staff, shall not engage in consensual relationships with students whenever the employee has a "position of authority" with respect to the student in such matters as teaching or in otherwise evaluating, supervising, or advising a student as part of the faculty programme or employment situation. Even in instances in which the employee, especially faculty members, has no direct professional responsibility for a student, the employee should be sensitive to the perceptions of other students, that a student who has a consensual relationship with faculty members may receive preferential treatment from the faculty members or the faculty member's colleagues.

The faculty members may face serious conflicts of interest and should be careful to distance themselves from any decisions that reward or penalize the student involved. Supervisors, whether faculty or staff, shall not engage in consensual relationships with employees when the supervisor has a "position of authority" with respect to the employee. Other faculty and staff may be affected because it places one in a position to favour or advance another's interest and implicitly makes obtaining benefits contingent on the relationship.

Procedures

When a consensual relationship exists or develops between an individual having a "position of authority" with respect to another within the faculty, the person with the greater position shall immediately terminate the "position of authority" and report it to an appropriate supervisor. The supervisor shall make suitable arrangements for the objective evaluation of the student's academic or employee's job performance and for the protection of individual and Faculty interests.

Noncompliance Policy

Faculty and staff who fail to remove themselves from a "position of authority" over a student or employee with whom a consensual relationship exists will be deemed to have violated an ethical obligation to

students, employees, colleagues, and the faculty. Credible allegations of a faculty member's failure to avoid or terminate a relationship involving a "position of authority" while in a consensual relationship obligates the immediate or other appropriate supervisor to conduct a prompt and thorough inquiry to determine whether there is any validity to the allegation. Where it is concluded that a relationship involving a "position of authority" exists, the immediate or other appropriate supervisor shall terminate the "position of authority" and may impose sanctions against the parties involved.

- ## Health and Safety Policy

  The Faculty of Biotechnology seeks to maintain a healthy work environment, as well as the safety and well-being of its employees and visitors. All employees and contractors shall take responsibility in achieving this aim by complying with the Health and Safety policies, guidelines and principles outlined in this section.

Requirements and regulations- Health

Action will be taken directly by The Faculty of Biotechnology to prevent the development and spread of disease and illness using several measures including health surveillance and the introduction of regulations to prevent the exposure of individuals to health hazards including the non-smoking policy.

Food Control

Any food served by The Faculty of Biotechnology cafeterias and restaurants must meet all statutory and regulatory requirements for quality and food safety. The violations or unacceptable performance is subject to enforcement of precautions and sanction procedures by public health inspectors such as, confiscation of materials, warning letters, and closing of the outlet.

Drinking Water

Drinking water will be subject for lab analysis if any water tank failure occurs. The Faculty of Biotechnology is responsible for taking any precautions to ensure the safety of the drinking water.

Environmental Control

The Faculty of Biotechnology takes the responsibility to remove waste from the faculty campus on a daily basis, including official holidays and weekends as well as regular conduction of pest control operations.

Requirements and regulations- Safety

- Everyone employed by or studying at The Faculty of Biotechnology has a responsibility to care for their own safety and for the safety of others.
- All those having a supervisory role at The Faculty of Biotechnology are expected to identify and report the hazards in their area of control and propose solutions within their area of expertise.
- Specialized safety persons should carry out risk assessments and propose adequate solutions to remove identified hazards.
- Specialized persons should take the appropriate control measures to reduce the level of risk associated with the identified and potential hazards.
- All personnel who may be affected by such hazards must be made aware of the risk assessment and the control measures introduced to reduce the risk in that particular area.

- Visitors working in a department do so with the permission of the head of the department or an authorized Deputy and are required to follow departmental safety procedures. A visitor is any person who is not a member of the staff or a student of that department.
- All injuries and hazardous conditions must be reported to a supervisor immediately.
- Approval of an authorized supervisor is required before any staff and/or faculty member can make any changes in established safety rules and procedures.
- Direction and monitoring from a supervisor are required before any staff or faculty member can proceed with any hazardous job or the operation of any machine with which they are not familiar with or unsure of its hazards.

All faculty, staff and students are required to be aware of the following:

- The evacuation plan and the emergency procedures to be followed in the event of fire or any other emergency that will put personnel at risk. Each building will have an evacuation plan tailored to the personnel in the facility and the types of hazards associated with the activities in the facility.
- The escape route floor plans posted near the area where they are working.
- The location and operation of fire extinguishers and alarms, and how to operate them. Instructions and training on the use of this equipment is mandatory.
- Each building should have fire extinguishers appropriate for its activities.
- The fire extinguishers should be checked regularly by qualified personnel.
- Personal protection equipment, such as goggles, earmuffs and respirators must be worn when required.
- The location of the first-aid kit and its use.
- To use, store and/or transport flammable and toxic substances and compressed gases only according to the procedures posted.

• General lab rules- lab code of conduct:

Any wet lab experiment or set of experiments will be conducted in the labs provided on campus. These labs have general rules that need to be followed which can be seen below. Lab protocols may also have more specific rules that can be added to this list or can also supersede any of the following rules. If in doubt, consult your lab supervisor.

- Know locations of laboratory safety equipment including:
    - Eyewash stations
    - Fire extinguishers.
    - First-aid kit.
- Know emergency exit routes.
- Minimise all chemical exposures.
- In case of chemical exposure to eyes or skin, refer to the Safety Data Sheet (SDS).
- No horseplay will be tolerated.
- Be familiar with warning signs of different hazardous chemicals and substances.
- Use equipment only for its designated purpose.
- Never leave containers of chemicals open and unattended.
- All containers must have appropriate labels.
- Do not taste or intentionally sniff chemicals.
- Never consume and/or store food or beverages or apply cosmetics in the lab.
- Do not use mouth suction for pipetting or starting a syphon.
- Long hair and loose clothing must be pulled back and secured.

- Determine the potential hazards and appropriate safety precautions before beginning any work.
- No cell phone, earphone, or general electronic usage in the laboratories, unless permitted.
- Always wear appropriate Personal Protective Equipment (PPE) in the lab.
    - Gloves.
    - Goggles.
    - Lab coat.
    - Closed-toe shoes.
- Avoid wearing jewellery in the lab.

Safety equipment in labs and other areas

The laboratory supervisor should ensure that laboratory workers are familiar with the location and proper operation of safety equipment available to the laboratory.

1. **First Aid Kit**
   First aid kits shall be readily accessible to laboratory staff at all times while they are at work. Lab workers shall be trained to know the location of the kit. Hazard-specific first aid supplies shall be made available, as appropriate, when work involves particular chemicals such as cyanides or hydrofluoric acid. Exposures to these severely toxic agents warrant immediate application of special remedies.

2. **Eye Wash Station**
   The emergency eye wash station provides a means to remove chemical contamination and other hazardous materials from the eyes and/or face. Laboratory personnel should follow these guidelines when using the eye wash station:

   i. Eye wash stations are inspected annually to ensure they meet appropriate standards and regulations.
   ii. Laboratory workers should flush their eye wash stations weekly to ensure clean water is available in the event of an emergency.
   iii. Eye wash stations should be clearly marked and kept free from obstructions.
   iv. In the event of eye contamination, the laboratory worker should hold their eye open and rinse for a minimum of 15 minutes, then seek medical attention.

3. **Ventilation Systems**

The design of laboratory ventilation systems is considered and integrated into the building's supply and exhaust systems. System components include the supply air, exhaust requirements and general room ventilation.

4. **Chemical Fume Hoods**
   Chemical fume hoods are the most common equipment to protect against inhalation of chemicals at Faculty of Biotechnology. Annual inspection of chemical fume hoods will be performed to ensure they are functioning properly. If a laboratory worker suspects that a chemical fume hood is not functioning properly, they should report to the head of the department.

   When using a chemical fume hood, laboratory workers should follow these guidelines:

   - On sashes that open vertically, keep the sash as low as possible. The sash should never exceed the maximum sash height indicated on the inspection sticker.

- Keep only what is needed for the task in the hood. Excess equipment in the hood can reduce the provided protection.
- Work as far back in the hood as possible; ideally, at least 15 centimetres from the opening.
- Taping a light paper "flag" to the bottom of the sash can serve as a rudimentary airflow indicator. If the flag does not indicate inward airflow, stop work, lower the sash, and report the problem to the head of the department.

5. **Chemical Spill Containment Kits**
   Chemical Spill Containment Kits are provided in common areas to provide laboratories with basic equipment to contain a chemical spill. These kits are stocked with general material to help contain a large chemical spill. The Laboratory Supervisor is responsible for providing spill containment/clean up material appropriate to the chemicals used in the laboratory.

6. **Fire Extinguishers and Blankets**
   Some laboratories are provided with fire blankets. Fire blankets are only required in the event the laboratory works with flammable materials, but no safety shower is available. The laboratory is responsible for maintaining fire blankets.

   Fire extinguishers are provided to laboratories in the event a fire blocks a means of egress, and the laboratory worker must fight a fire to save their own life. No laboratory worker is expected or required to use a fire extinguisher except to escape a life-threatening situation.

   Fire extinguishers are inspected annually and replaced as needed. Laboratories should have the appropriate class of extinguisher for the fire hazards in the lab.

- ## Safety measures and emergency evacuation procedures

Department responsibility

In order to achieve the objectives of the Health, Safety and Environment policy, the Department shall adhere to:

- Setting health and safety norms and standards as well as the procedures and practices governing them.
- Acquainting all employees and visitors with health and safety procedures
- Providing appropriate safety gear to employees as per their job requirements.
- Providing adequate training, information, instructions and supervision.
- Ensuring that all equipment, machinery, and tools are in good working conditions.
- Ensuring that all hazardous substances are stored in accordance with safety standards and norms.
- Promptly investigating any accidents or dangerous situations to rectify the risk.

Employee responsibilities

The employees shall adhere to:

- Performing duties in a way that would ensure their safety and the safety of others.
- Complying with the health and safety policy set by the department.
- Not misusing any safety equipment or gear provided by the department.
- Reporting to management any hazardous situation, equipment or material

- Abstaining from undertaking any tasks that they are not qualified to perform.
- Personnel discovering an actual fire should activate the building alarm along with calling the police.
- A person may become aware of a bomb threat by a telephone call, e-mail, letter, etc. The person shall notify Faculty of Biotechnology security after getting as much information as possible. After notifying the security, the person should then notify their supervisor and Department head as quickly as possible. A decision will be made to determine if a building evacuation is warranted. If it is warranted, evacuation should take place as outlined in the Emergency Evacuation Procedure.

Emergency evacuation procedure:

In the event of a decision to evacuate a faculty building because of fire, bomb threats, or other confirmed life-threatening circumstances the following procedure will be followed.

- Once it has been determined a dangerous or life-threatening condition exists. Evacuation will be announced by the sounding of the emergency evacuation bells, horns or fire alarm.
- All faculty personnel are expected to promptly respond to the emergency evacuation alarm and to follow the emergency evacuation plan for the building in which they are located.
- Unless unusual conditions dictate otherwise, the best evacuation route is the nearest stairway and outside through the nearest exit.
- Building code requirements result in stairways being the safest locations in a building in the event of a fire. Stairways are routinely checked for people needing assistance by the firefighters.
- Elevators should not be used as a means of evacuation. The high potential for electrical or mechanical malfunctions coupled with the increased risk of smoke inhalation makes elevators an unsafe means of evacuation.
- Individuals on elevators when the alarm bells sound are advised to exit at the first opportunity and evacuate via the nearest stairway.
- Evacuees should not stop immediately after exiting the building but proceed well away from the building so as to be clear of any danger and to not impede the movements of emergency response personnel and/or equipment.
- Classroom instructors are expected to interrupt class activity and advise students to evacuate the building. Students are obligated to follow emergency procedures in accordance with the Code of Student Conduct.

• Computer Use Policy

The faculty provides an opportunity for students and other members of the faculty community to enhance educational experiences and expand academic knowledge by making available access to computer facilities and resources, including the Internet, e-mail, and the World Wide Web. Thus, technology places a significant amount of power and information in the hands of its users that carries an equal amount of responsibility. Therefore, the following policy has been adopted to define responsible and ethical behaviour relating to use of computing facilities and resources at the faculty. The policy is applicable to all students. As a user of these resources, all faculty, staff and students are responsible for reading and understanding the policy. As a part of the physical and social learning infrastructure, the faculty acquires,

develops, and maintains a computing infrastructure consisting of computers, networks, and a variety of related support systems.

These computing resources are to be utilized for faculty-related purposes, including but not limited to, the following:

- Direct and indirect support of the faculty's service missions.
- Support of student and campus life activities.
- Support of the free exchange of ideas among members of the faculty community, as well as the faculty community and the local, national, and world communities.

All information technology resources are the property of the Faculty of Biotechnology. Except for personally owned computers, the faculty owns, or has responsibility for, all of the computers and internal computer networks used on campus. Users of Faculty computing resources and facilities do not own the systems or the accounts they use when accessing Faculty computers or systems. All existing Faculty regulations and policies apply, including not only those regulations that are specific to computers and networks but also those that may apply generally to personal conduct. Rules prohibiting misuse, theft, or vandalism apply to all software, data, and physical equipment, including Faculty-owned data as well as data stored by individuals on Faculty computing systems.

User Responsibilities - "Do's and Don'ts"

- Do use the network according to the faculty's code of conduct.
- Do use the network only for legal activity.
- Do use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
- Do not cut and paste information from the Internet as your own work.
- Do not access or change in any way another person's work.
- Do not gain or attempt to gain unauthorized access to resources or information.
- Do not log into the computer without permission.
- Do not damage or mistreat computer equipment under any circumstances.
- Do not copy, download or install any software or programmes to Faculty computers.
- Do not remove, relocate or modify hardware or software.
- Do not download or stream audio/video files. This limits everyone's use of our computer network.
- Do not connect to the Faculty of Biotechnology network any personal computer or other equipment without permission from the technology staff. This includes (but is not limited to) laptop computers, gaming devices, storage devices, telephones, PDAs, digital cameras, and MP3 players. The Faculty of Biotechnology Administration and/or Technology staff reserves the right to inspect the contents of this equipment at any time.

Appropriate use guidelines

The rights of academic freedom and freedom of expression apply to the use of Faculty computing resources. So too, however, do the responsibilities and limitations that are associated with those rights. The use of Faculty computing resources, like the use of any other Faculty-provided resource and like any other Faculty-related activity, is subject to the normal requirements of legal and ethical behaviour. Student access to and use of electronic tools such as e-mail and the Internet is intended for Faculty business and educationally related purposes. Limited and reasonable use of these tools

for occasional student personal purposes is permitted as long as the use does not result in additional cost or loss of time or resources for intended business purposes.

Inappropriate use

Students must use good judgment in the use of all computing resources, including but not limited to Internet access and e-mail use. E-mail messages must be appropriate in type, tone and content. Employee and student use of e-mail and the Internet must be able to withstand public scrutiny without embarrassment to the faculty. Computing and telecommunications may be used only for legal purposes and may not be used for any purpose which is illegal, unethical, dishonest, damaging to the reputation of the faculty or likely to subject the faculty to liability. Inappropriate uses of computing resources at the faculty include, but are not limited to, the following:

- Any activity that would negatively affect the use of the network by others.
- Illegal copying, sharing or transmission of copyrighted software or other material licensed or otherwise protected by copyright.
- Any activity that would cause another user to lose control or usage of a computer or account.
- Commercial or profit-making activities unrelated to the faculty's mission.
- Creating, transmitting, executing, or storing malicious, threatening, harassing, obscene, or abusive messages, images, programmes, or materials.
- Violating Faculty security, damaging Faculty systems, or using computing privileges to gain unauthorized access to any Faculty computer system and/or any computer system on the Internet.
- Any activity that violates Faculty laws, policies or regulations
- Promoting political or religious positions or activities
- Accessing or using another person's account for any reason.
- Removing or defacing hardware, software, manuals, etc. from computer labs.

Disciplinary Action

Engaging in any activity that violates the Computer Use Policy may result in the immediate suspension of an individual's computer access privileges, other disciplinary and/or legal action. The imposition of any sanction imposed under this policy is subject to review pursuant to applicable provisions of the Faculty, Staff and Student Handbooks.

• Campus activities

This policy covers the supervisory role of the faculty over student activities and student life.

- Only approved student organizations may conduct student activities on or off campus. All Faculty activities conducted by an officially recognized student organization and must be approved by the Deputy Dean for Student Affairs. Initial scheduling and planning should begin early enough to have administrative approval five days prior to the event. These events should be cleared and entered on the faculty calendar before any arrangements are made for food, bands, meeting facilities, etc.

- The faculty holds the officers and Faculty Advisor of organizations responsible for the planning, scheduling, and over-all conduct of the activities of their organizations. The officers and the advisors of the organizations sponsoring the activity also have the primary responsibility of seeing that these activities are in accord with the faculty policy regulations.
- Faculty groups are encouraged to hold their activities on campus. When an on or off campus facility is used by an organization, the organization is expected to observe to the fullest extent the rules and regulations governing the establishment. The faculty, however, is not responsible for actions of members of organizations or their guests at functions held off campus.
- Organizations may use facilities such as buildings, grounds, etc., subject to the regulations of the faculty. Requests for facilities not regularly designed for student activities must be made through the Deputy Dean for student affairs.
- Faculty regulations governing students and visitors will be maintained at all approved social affairs.
- Any student parade, serenade, demonstration, rally, and/or other meeting or gathering for any purpose conducted on the campus must be scheduled with the Deputy Dean for students' affairs at least forty-eight hours in advance of the event. Names of the responsible leaders of the group must be submitted to the faculty at the time of scheduling. The terms and conditions, including all audio-visual aids used to promote such assemblies and demonstrations, are determined by the faculty. The uses of any statements, signs, and/or pictures that are normally considered in poor taste are not permitted. Organizations which meet at regular times and places may, at the beginning of each semester, schedule such meetings with the designated official. Students assembling for meetings not authorized in accordance with these regulations are subject to disciplinary action which may result in dismissal from the faculty.

Academic progress policies and regulations

- **Your workload**

uses the credit hour system. Generally, every 1CR is equivalent to 1 hour of lectures or 2 hours of labs per week. This means that if you have 10 hours of lectures and 14 hours of labs on average, per week, you will earn (granted that you pass) 15 credits for that semester.

- **Minimum Grade Point Average**

Students shall automatically receive the university award, upon completion of the requisite number of credits with CGPA equivalent to C- or above, at the end of the semester during which the total was achieved. Students who have a CGPA of less than C- will not be granted their degrees until they clear their CGPA deficiency.

- **Course Add or Drop Policy**

Students may add or drop courses without penalty during the add/drop period each term. Students who drop classes, after the add/drop period, are entitled to a tuition refund as stated below.

- **Tuition Refund Policy**

Faculty of Biotechnology has a NO REFUND policy. The students are not eligible for Tuition refund under any circumstances.

- **Leave of Absence Policy**

Occasionally, students may have to take a semester or two off because of circumstances beyond their control. Leave of absence policy is designed to assist such students. Students who have an approved leave of absence for a semester or a year may register for the semester in which they plan to return without applying for readmission.

A leave of absence maintains the student status while they are away from The Faculty of Biotechnology for up to two semesters. Students who wish to take a leave of absence from an academic programme must do so through the Dean's office or department head by completing the leave of absence form. All requests for Leave of Absence require Dean’s approval.

If the Leave of Absence process is completed satisfactorily and approved by the Dean, and the student has cleared all financial obligations to Faculty of Biotechnology, the effective date of Leave of Absence will be noted on the student's permanent academic record. The effective date is the basis for calculating billing or refunds by the faculty.

- **Course and Faculty Withdrawal Policy**

Students who wish to withdraw from all classes for the term or withdraw permanently from the faculty must notify the Dean’s Office in writing and indicate the last date of the student's class attendance. If notification is postmarked by the last day of the add/drop period, the grade posted will be W.

A student who fails to attend classes or leaves Faculty of Biotechnology for any reason must formally withdraw through the Dean’s Office in writing and indicate the last date of class attendance. Failure to

complete the withdrawal process will result in a failing grade for the course(s). Students who withdraw after the last date to withdraw will have an F grade.

- **Readmission Policy**

When a student is readmitted to Faculty of Biotechnology after a period of absence, they must fulfil the requirements for the class with which they will graduate. However, any courses previously taken to satisfy the Programme requirements will be counted. A student should contact the Registrar's Office and their faculty advisor to determine degree requirements applicable.

A freshman student returning after a period that is less than three semesters will follow the academic policy of the Faculty Catalogue of the year of their original admission. If a freshman returns after more than three terms of leave, they will follow the academic policy existing at the time of readmission. A student who has been away for more than a year must submit a valid medical certificate.

- **Probation, Academic Suspension, and Dismissal Policy**

Probation

Once a student's cumulative GPA falls below C, they are placed under academic probation. Due to this constraint, students who are under probation are allowed to repeat courses with a grade of C, C- and F during this period under the supervision of an academic advisor in order to improve their cumulative GPA. The higher grade of repeated course is used in the GPA calculation. Senior students are allowed to repeat failed and lower grade courses as well until they fulfil the graduation requirements.

Following up procedure for probation level students

During registration to courses, a probation declaration is assigned to under probation students, where they are made aware that they must begin the initial steps into improving their academic performance, the signed form is then accompanied with another form to indicate the possible reasons (i.e., familial, social, personal, academic etc.) which may have contributed to the non-satisfactory academic performance. The student is requested to complete the specific form with the assistance of his Academic Advisor, identifying the reasons which led to academic probation.

- The student’s affairs review the student transcripts and recommends a plan for enhancement and ensuring retention.
- A recommended registration process is implemented based on the advisor's comments via the on-probation support (OPS) team.
- A meeting is held for guidance and orientation between the students, the OPS team and the director of students’ affairs.
- The team members are aware that they should be professional and friendly with their students, so that they can gain their trust, and formulate a line for honest and open communication.
- Students are preferentially incorporated and encouraged to participate in clubs, faculty events, charity events.
- If the students have expressed special extenuating circumstances, the case is referred to the director of student affairs for review and pending action.
- Approved schedules for probation level students are subjected to mandatory **Follow-ups** with the professor and TA every 2 weeks.

- **Extra hours** are scheduled with the course's T. As if needed.
- **One-to-one meetings** with the student they are made aware of their grades.

Guidance System Action Plan Goals:

- To develop a system that enables minimal probation levelled students, and an exceptional retention rate for the faculty.
- To develop self-directed, self-motivated, values-oriented and productive students.
- To assist students, explore their abilities, interest, talents, potentials, aptitude and to make full use of such to achieve their goals of self-actualization.
- To help provide opportunities for maximum development of the “whole person” in all aspects of life – physically, socially, psychologically, emotionally, intellectually, and morally.

• Academic Dismissal

Students who do not pull the cumulative GPA to 2 after 8 semesters are academically dismissed from Faculty of Biotechnology. Any appeals to academic dismissal actions are considered by the Faculty Dean. Once dismissed, students are not allowed to re-enrol at the faculty until they have been academically reinstated. Academic dismissal is placed on the student’s academic record as a permanent notation. The official transcript of a student who has been dismissed includes a “not in good standing” notation.

Grading and Assessment Policy

- **Assessment strategy**

The assessments used measures the outcome of students' learning in terms of knowledge acquired, understanding developed, and skills gained as discussed in the learning outcomes. The assessment strategies encompass diagnostic assessment (to provide an indicator of the student's aptitude and preparedness for a programme of study and identifies possible learning problems), summative assessment (to provide a measure of achievement or failure made in respect of the student's performance in relation to the intended learning outcomes of the programme of study) and formative assessment (to provide students with feedback on progress and informs development. However, it does not contribute to the overall assessment). Coursework is commented upon critically and constructively with written and verbal feedback accompanying the returned work in order to allow the students to improve their understanding and intellectual development.

There are two types of assessed materials of which the faculty chooses to determine the best method of identifying whether the student has achieved the learning outcomes. These are:

1. Written examination (which may contain short-answer questions, essay-type questions and/or calculations).
2. Assessed coursework (including problem solving, essay writing, multiple choice tests, essays and/or laboratory reports and research project reports, poster and oral presentation).

The assessment method changes as the student gains confidence and competence in higher levels. Thus, at level 1, 2 the students will be extensively assessed through written examination while there is a greater weighing on individual planning and reporting of project work at level 3 and 4 to assess the acquisition and application of student's knowledge. Deadlines for assessed coursework are determined by the internal instructor for each module and distributed to the students within the first two weeks of each semester. Assessed coursework is submitted at allotted times with coversheets with receipt slips, which are signed by a responsible person.

- **Grading**

Grading conversions

Letter Grade	Mark	GPA	Award	UK Classes
A	≥ 90%	4	Excellent	1st Class
A-	< 90% - ≥ 85%	3.67		
B+	< 85% - ≥ 80%	3.33	Very good	Upper Second (2:1)
B	< 80% - ≥ 75%	3		
B-	< 75% - ≥ 70%	2.67	Good	Lower Second (2:2)
C+	< 70% - ≥ 65%	2.33		
C	< 65% - ≥ 60%	2	Pass	3rd Class
(F) Fail	< 60%	1.67	Fail	Fail

Grades that are not included in the GPA are shown below:

P	Pass
I	Incomplete
W	Withdrawal

Students may fail their graduation project in four cases.

F (1)	Deprived
F (2)	Absent in Final Absent in Final
F (3)	Achieved less than 30% in the final exam
F	Achieved less than 60% of the total marks

Recommended weighting for subjects is shown below:

40%	Course work (Quizzes + Assignments + Lab. Work)
20%	Midterm exam
40%	Final exam

- **Assessment**

Assessment periods

There are 5 main periods of assessment and progression during the academic year:

Semester	Period of the Academic Year	
Fall Semester	In the middle of the semester	At the end of the semester
Spring semester		
Summer semester		At the end of the semester

The period of final assessment includes a deadline for submitting all work to be assessed as well as concluding all the examinations.

Assessment Rules and Regulations

The pass percentage for each course is 60%. Students who get a minimum of 55% in a single course can be tolerated by a maximum of 5% by the faculty Dean.

- The academic load is the number of registered credit hours per student each semester.
- Credits acquired by the student are based on the credits of the passed courses from the academic load registered.
- Repeated courses will be counted once toward the calculation of accumulated credit hours. The best achieved GPA will be used for calculating GPA.
- The cumulative GPA calculation starts from the first semester for each student and is updated each semester till their graduation.
- The semester GPA of the student is the weighted average of the grade points acquired in the courses passed in that specific semester. It is calculated as follows:

Semester GPA = Total credit hours earned (enrolled) during a given semester, divided by the total GP (grade or quality points) earned during that semester.

Cumulative GPA = Total credit hours earned (enrolled in) at Faculty of Biotechnology for all semesters combined, divided by the total GP (grade or quality points) earned (enrolled in) at Faculty of Biotechnology.

*Excluding pass-fail courses credit and transferred courses from universities other than Faculty of Biotechnology.

Graduation

Students shall automatically receive the award of the faculty for which they are registered and qualify for upon completion of the requisite number of credits with a GPA equivalent to C or above at the end of the semester during which the total was achieved.

Failure in Courses

Students must meet the deadline for submission of all coursework in accordance with the requirements of the university and module staff. A student is deemed to have failed in the following cases:

- Students who fail to attend 25% of all lectures and tutorials (F1).
- Students who fail to attend the final exam (F2).
- Students who fail to achieve 25% of the marks in the final exam in the Faculties of Engineering, Management Sciences, Computer Science, Mass communication, Languages and Arts and Design while students who fail to achieve 30% of the marks in the Faculties of Pharmacy, Dental Science and Biotechnology (F3).
- Students who fail to attend the midterm exam will be allowed to complete the module but will lose all the marks equivalent to the midterm exam grade; unless the University President considers the extenuating circumstances that may warrant the midterm grades to be added to the grades of the final exams (Mid Term Exemption).
- Students must meet the deadline for submission of all coursework components and according to the requirements of the faculty and course teaching staff.

Incomplete grades

If a student fails to attend the final exam due to any emergency or extenuating circumstances, and the University President approves the non-attendance, then an incomplete grade will be granted. Mid-term grade as well as course grades will be transferred to students with grade **(I)**. Subsequently, the student will be allowed to sit for the final exam of this module at the next opportunity.

Withdrawal

Students who wish to withdraw from all classes for the term or withdraw permanently from the faculty must notify the Dean's Office in writing and indicate the last date of the student's class attendance. If notification is postmarked by the last day of the add/drop period, the grade posted will be **(W)**.

A student who fails to attend classes or leaves Faculty of Biotechnology for any reason must formally withdraw through the Dean's Office in writing and indicate the last date of class attendance.

- ## Class Attendance and Absence Policy

Students are expected to attend all class sessions for which they are registered; they are also responsible for the material covered in each class session and completion of assigned work by the announced due dates. Instructors are responsible to clearly communicate to the students via the syllabus their policies regarding class attendance and make-up work.

Certain situations are recognized as Faculty-excused absences from class, including:

- Participation in an athletic activity approved by the Dean.
- Participation in a scheduled curricular or co-curricular activity approved by the Dean.

Instructors should excuse absences of the above nature if the student follows the guidelines listed below. If possible, the instructor should allow the student to make up the class work or complete an alternative assignment. A student who anticipates absences of this nature:

- must provide their instructors with a list of dates of expected absences by the end of the first week of class and discuss with each instructor the impact of such absences. If the instructor deems that the absences will interfere with the student's ability to successfully complete the objectives of the course, the student must seek to reduce the absences or withdraw from the course.
- should arrange in advance of the absence for make-up of any work that will be missed.

Absences due to illness or emergency

In the event of a missed class, the student should notify the professors as soon as possible and discuss the options for obtaining missed material.

In the event of an absence due to illness or emergency extending longer than two days, students are required to contact the Faculty of Biotechnology by phone so that Faculty of Biotechnology may notify the professors.

- ## Exam Conduct regulations

- Students must have their MSA IDs available for inspection.
- Strict silence must be observed at all times in the examination room.
- The examination is deemed to be in progress from the time students enter the room until all the scripts have been collected. Students must not communicate with any other students throughout the examination.
- Students should avoid cheating during the examination or they will be subject to misconduct act.
- A student who causes a disturbance during the examination will be required to leave the room and may be subject to misconduct act.
- Students are advised not to bring personal belongings into the examination room.
- All briefcases, bags, books, pencil cases etc. must be placed to one side of the examination room as instructed by the proctor and not left beside the desks.
- Students are advised to avoid bringing any material related to the exam.

- It is also prohibited to borrow any tools inside the exam room. Every student must bring the needed tools for each exam. The University is not responsible for providing any tool during the exam.
- Students are not allowed to enter the exam hall before the proctors.
- Students are strictly prohibited to enter exam rooms with their mobile phones, smart watches, iPod, etc. - any electronic devices other than the approved.
- All answers must be in English, unless otherwise instructed on the exam template. Slang language should be avoided.
- It is forbidden to write in pencil in the answer sheet.
- It is strictly prohibited to enter the exam rooms with programmable.
- calculators unless otherwise specified on the exam template.
- During the midterm exams (1.5hrs) students are not allowed to arrive after the first 15 minutes of the exam, while the final examination (3 hrs) students are not allowed to arrive after the first 15 minutes of the exam. Students are not allowed to leave before half the exam time.
- Every student is assigned to a specific room for each subject.
- Students have to check their rooms and seat numbers on the bulletin board before every exam.

Any violation to these rules; will be documented by the proctor in the "Exam Misconduct Form" and reported to the Exam Floor Supervisor who should investigate the case and submit a report to the University for legal action. Procedure of Investigating Academic Misconduct during Exams:

In the event of a student committing an act that is deemed by a member staff of the University to be an attempt to gain an unfair academic advantage during an exam, that member of staff will refer the case to the Academic Offences Investigating Officer within the Legal Affairs Department. This procedure covers cheating, collusion and impersonation.

• Special Provisions Policy

Special provisions may be made for students with sensory disabilities, physical disabilities, acute or chronic illness, and learning disabilities.

The special provisions must not compromise the integrity of the formally stated foundational and learning objectives. Requests for special provisions must be based on assessment of need by qualified personnel.

The special provisions that may be made include:

- extended writing time.
- Use of a separate room for writing.
- Specially printed examination paper (e.g., large print, coloured paper).
- Use of a word processor (Students are not permitted use of programme utilities such as spell check, thesaurus, dictionary, or grammar check).

- ## Knowing your results

After your coursework and exams are marked, you can view the grades for your submissions and exams through e-learning. Alternatively, you can also view them on the notice boards in the main hallway of the E building, however, these notice boards are only posted with mid-term and final exam results only.

- ## Coursework submission policy

  - The due date for each item of coursework must be clearly indicated to students.
  - Coursework must be delivered by hand to the faculty Office (or other location designated by the faculty) or submitted electronically via an approved system.
  - Coursework may of course be submitted in advance of the due date.
  - Coursework should not be submitted directly to individual members staff, placed directly in staff post-boxes, or delivered to or deposited in any location other than that designated by the faculty.
  - Submission dates may be extended in exceptional circumstances; students must apply for an extension in writing to the faculty, using the standard Faculty pro-forma and stating the reasons for seeking the extension.
  - Where coursework is submitted late due to unanticipated exceptional or extenuating circumstances, students must present an explanation to the faculty, using the standard Faculty pro-forma. The faculty may, at their discretion, retrospectively award an extension in such cases.
  - All the written reports will be checked for Plagiarism using Turnitin. Reports with more that 20% plagiarism will be rejected. Each student will have only one chance to resubmit their reports.

- ## Referencing guidelines

The Faculty of Biotechnology expects students to use citations and references in their written submissions or as specified. These include, but are not limited to:

- Lab reports
- Essays
- Research proposals
- Graduation project
- PowerPoint presentations
- Poster presentations

The guidelines for referencing practices can be accessed through the following link: https://apastyle.apa.org/instructional-aids/reference-examples.pdf

Referencing style: APA 7th

- **Examinations Policy**

This policy includes procedures and regulations for all forms of examination.

- All scheduled final examinations are held at the end of the semester during the faculty's official final examination period. Comprehensive final examinations are not required for each course but are given at the option of the department or instructor. The weekend preceding the examination days shall never be used for examination purposes of any kind.
- Instructors are expected to return all work assigned no later than the last regular day of classes in courses.
- for which there is a final examination. In cases when this is not possible, an answer key, solution sets or equivalent feedback should be provided unless the final examination will not cover material in work that has not been returned.
- No other coursework, including laboratory work, will be due during the final examination period unless it is assigned in advance and in lieu of the course's final examination. Regardless of whether there is a final examination in the course, no classes other than review sessions shall be held during the final examination period. Review sessions should be scheduled for optimal attendance, and a serious effort should be made to accommodate students who cannot attend. In appreciation of the time required to prepare for final examinations, no other examinations, portfolio reviews, critiques or juries shall be scheduled for the last class day of a course with a final examination.
- Instructors shall never exert or submit to pressures to move an examination so that people can leave earlier nor pressure students to take an examination on a weekend preceding examination.
- Students are expected to present themselves at the place assigned at the start of the examination; late arrival will reduce the total time a student has to complete the examination unless instructor's course policy indicates otherwise. Instructors reserve the right to require attendance within a specific time period. Students who miss an examination with a reasonable excuse and wish to petition for a make-up final examination should check with the instructor for the Dean approval. Instructors are encouraged to include late arrival policy and make-up exam policy in the course syllabus.
- Any student shall be permitted to review their corrected, graded final examination in the presence of an instructor or a Teaching Assistant. Any controversy arising from this review shall be dealt with in accordance with the faculty procedure for the appeal of grades and academic actions. A final examination that is not returned to a student will be kept available for a year for review. In the event that the instructor or Teaching Assistant is not available for the review, the responsibility shall rest with the department head of the instructor offering the course or their designee. Since instructors are expected to return all work assigned before the final examinations, they are not responsible for retaining unclaimed coursework.
- Concerns related to final examination, complaints about violations of the final examination policy or alterations of the final examination schedule should be directed to the department head of the instructor offering the course or to the Dean.

- **Extenuating circumstances**

The Faculty of Biotechnology strives to be fair and just when it comes to the extenuating circumstances policy. It is imperative that we grant students that suffered from truly unseen circumstances the

opportunity to redo assessments they have missed. However, at the same time, we are aware that students can take advantage of this system when they do not need it which creates an unfair environment.

In order to combat this, we have implemented a new extenuating circumstances policy that assesses on a case-by-case basis.

- **Student Academic Dishonesty Policy**

This policy is accompanied by regulations and fully operational procedures.

Academic dishonesty includes cheating, knowingly providing false information, plagiarizing, and any other form of academic misrepresentation. Should incidents of academic dishonesty occur, the following procedures will be followed:

A Faculty member suspecting dishonesty will confer with the student so accused, within a reasonable time after the alleged offense has been discovered.

- If the student denies responsibility and the faculty members are convinced that the student is not responsible, the matter is dropped.
- If the faculty members are convinced that the apparently unethical behaviour was unintentional, the faculty members will help the student to understand what was done wrong and how to avoid doing so in the future. Unintentional violations should be reported by the faculty members.
- If the student admits the act of dishonesty, the penalty will be an "F" on that assignment/test, a final grade of "F" for the course, or another appropriate penalty, as determined by the faculty members depending on the severity of the infraction and the significance of the assignment. When an "F" is levied on an individual assignment/test, the faculty members may require the student to complete additional work in order to continue on the course. Violations should be reported by the faculty members. If the Faculty members believes that the dishonesty is severe enough to warrant suspension or dismissal from the faculty, they should refer the case to the Deputy Dean for student affairs who might report to the Dean.
- If the student wishes to appeal the severity of the grade assigned by the faculty members, the student will follow the procedures stated in the faculty academic policy for appeal of grades.
- If the student denies responsibility and the faculty members is not convinced that the student is not responsible, the case is referred, with supporting documentation, to the Dean for action. The faculty members will delay assigning a grade for the course or the assignment until the Dean decides whether the student is responsible or not and takes appropriate Faculty disciplinary action.
- A student suspected of academic dishonesty may not withdraw from the course until the charges have been resolved. A student who receives an "F" in the course for academic dishonesty cannot obtain a "W" from that course.

The Deputy Dean for students' affairs will be convened to hear cases of academic dishonesty when any of the following occurs:

- The student denies responsibility and the faculty member is not convinced that the student is not responsible.
- The faculty members are not convinced that the admitted violation was unintentional.

- The faculty members believe that the violation is severe enough to warrant suspension or dismissal from the faculty.
- The student has been involved in a previously documented incident of academic dishonesty.

The Deputy Dean for students' affairs will recommend to the Dean the action to be taken.

Whenever academic dishonesty occurs, a faculty member will provide the head of the department, the Deputy Dean for students' affairs and the student with a written report of the violation, any penalty imposed, and the counselling provided by the faculty members. In order to ensure that a pattern of misconduct is not established, the Deputy Dean for students' affairs will notify the Dean who will place a copy of the faculty member's statement in the academic dishonesty file. This statement will be destroyed no later than three months after the student's graduation. Decisions of the Dean will be placed in the student's personnel file. Materials placed in the academic dishonesty file may not be released to outside agencies.

Contents of the student's personnel file may be released only as stipulated in the faculty records policy.

If a student witnesses an act of academic dishonesty; they should report it to the faculty members of the course involved. That Faculty members will handle the matter according to the steps as outlined above.

For the purpose of this policy, plagiarism shall be considered to be deliberate representation of someone else's words or ideas as one's own or the deliberate arrangement of someone else's material(s) as one's own.

Any one of the following constitutes plagiarism:

- Direct quotation without appropriate punctuation and citation of source.
- Paraphrase of expression or thought without proper attribution.
- Dependence upon a source for a plan, organization or argument without appropriate citation.

Faculty records

The Faculty of Biotechnology has specific guidelines concerning the release of information and the student's privileges to inspect and review their own educational records. Faculty of Biotechnology maintains various student records, to document academic progress as well as to record interactions with Faculty staff, Faculty, and officials. **To ensure continuous maintenance of student records, an additional set of faculty records is stored in a secure location, in a fireproof cabinet, in addition to special security measures to protect and back up computer-generated and stored records.**

- **Confidentiality of records**

Student records are considered as either:

1. Directory Information

Certain information concerning students is considered to be open to the public upon inquiry. This public information is called directory information and includes name, local address and telephone number, permanent address, e-mail address, date and place of birth, photograph, enrolment status, dates of attendance at Faculty of Biotechnology, awards and academic honours, degrees and dates awarded, most recent previous educational institution attended, participation in officially recognized activities and athletic teams.

Directory information as defined above will be released upon inquiry, unless the student has requested that this information to not be released. The student's request to have directory information withheld must be submitted to the Registrar's Office. The Registrar's Office will notify other appropriate Faculty offices by placing a notation within the Student Information System.

2. Confidential Information

With the exception of the information noted above, students' records are generally considered to be confidential. The following policies govern access to confidential student records.

- Each type of student record is the responsibility of the faculty member or employee, and only the Dean has the authority to release or update the record.
- The responsible Faculty member or employee may release records to Faculty employee who have a legitimate need for the information in order to carry out their responsibilities. They should act in the student's educational interest within the limitations of their "need to know."
- All student records are reviewed and updated periodically. Information concerning the frequency of review and expurgation of specific records is available in the Registrar's Office.
- A student may waive the right to review a specific record by submitting in writing a statement to this effect to the official responsible for that record.

- Faculty personnel who have access to student educational records in the course of carrying out their Faculty responsibilities shall not be permitted to release the record to persons outside Faculty of Biotechnology, unless authorized in writing by the student or the Dean or as required by a court order. Only the official responsible for the records has the authority to release them.
- All personal educational information about a student released to a third party will be transferred on condition that no one else shall have access to it except with the student's consent. A record is maintained showing who has had access to student records, and this record is open to inspection by the student.

• When records may be withheld

The appropriate Faculty official may request that the student's record not be released in the case the student has a delinquency in an account with the faculty. The effect of this action is that transcripts are not released, and enrolment is withheld. In order for the action to be rescinded, the Registrar's Office must receive authorization from the official who originally requested the action, indicating that the student has met the obligation. To contest the withholding of a record, a student must attempt to settle the dispute with the official who requested that the record be withheld.

• Complaints & feedback system

A student who believes Faculty of Biotechnology has not complied with the regulations may send a written complaint to the Dean. The complaint and feedback system at the faculty of biotechnology is based on four main channels:

1. Faculty council meetings

Faculty meetings are usually held on the first Monday of every month. In addition to the set agenda for such meetings, issues of concern of individual staff members and raised student issues are openly discussed and their views are heard.

2. Board of study meetings

Representatives from students from each level in the faculty of biotechnology have attended the board of study meetings and have discussed their view, the problems they were facing and the issues they would like to develop. The Dean and all course instructors attend, as well as the quality assurance department, all facilities and maintenance representatives.

3. End of the year surveys

In addition, students are required to fill end-of-semester course evaluation questionnaires that reflect their view on the courses and course instructors. Informally, Staff members have to write a self-assessment report. These reports include comments of instructor on their activities during each semester and the 'action plan' for the upcoming semesters. These reports reflect the views of staff during the last period.

4. One on one discussion

On a less formal level, the view of those concerned with the programme, whether academic staff or TAs are discussed informally on a day –to-day basis. Views about aspects that could be enhanced in order to improve the educational process or course delivery are exchanged. The views of part-time staff are important since they provide parity and comparability with their own universities, through such informal discussion's improvements are suggested and changes implemented. The faculty carries out an open-door policy whereby students are encouraged to freely discuss their grievances and concerns. It is through those channels that we are made aware of hidden problems. Complains from students about any of faculty staff members (full- or part-time) are taken seriously and investigated prior to making a decision.

• Retention and disposal of record

Records retention and disposal is the process by which Faculty of Biotechnology decides whether records should be destroyed or transferred to the archive. All Faculty records fall into three categories:

a) Current (when data may be added to it).
b) Semi-current (when it has been closed but is used as a reference tool for administrative purposes); and
c) Archived (when it has been selected for permanent retention in Faculty of Biotechnology archive).

All student files held within the faculty fall within the category of 'current' or 'semi-current' records. While a student remains at Faculty of Biotechnology, their file is considered to be 'current'. Once departed (either through graduation or withdrawal), their file becomes 'semi-current'.

• Pruning Procedures

In accordance with the above procedures, at the end of each academic year in which individual student files are held as 'semi-current', they are pruned and stored for a further five academic years.

Facilities

- **MSA computer labs**

MSA University has many computer labs available for students to use for their IT needs, whether that be working on an assignment or using printing devices for personal or educational use. The devices made available in these labs are up to date with the latest software and hardware for the convenience of the student.

- **Printing services**

Every student has a printing allowance of 200 paper sheets per month of which they can use. After the consumption of this allowance, students may continue to fulfil their printing needs in the stationary store next to the market.

- **Recreational grounds and market**

Outside of lectures and labs, students may choose to either study (which is the option we recommend) or spend their time relaxing in the many recreational areas on campus. These areas are scattered throughout the university and include a large market and dining area where students can choose from different types of food and beverages that hopefully accommodates every student's culinary needs.

- **Gym**

MSA University offers a gym facility located in Building L which is available for all staff and students after they purchase the gym membership. Its operating hours are from 08:00 to 22:00 and is available for both males and females. For information regarding membership prices or other concerns, you may visit the gym in building L.

- **Sports teams**

MSA University is proud of the many sports teams that it develops and fosters on campus. We utilise our recreational facilities to train and physically develop students in many sports should they be interested in such an activity. These sports teams compete on a country wide basis and include Football, Basketball, American Football, Handball, and Table Tennis (which is classified as an individual sport but is included in the tournaments)

MSA contains an athletic department that handles everything related to sports activities, including, but not limited to, which sports are available, timings of tournaments and eligibility. To learn more, find Cptn. Salah in building L.

- **Bus services**

MSA University offers a transportation service in the form of buses that leave and arrive at set times throughout the day. This transportation option is available for students depending on where they live and existing bus routes. Many bus routes are available covering areas such as Maadi, Al Rehab, Sheikh Zayed, El Zamalek and New Cairo. If the student doesn't live near the currently running routes, MSA University may be able to adjust accordingly. For more information regarding this service including fees, visit:

https://msa.edu.eg/msauniversity/student-life/tuition-and-bus-fees.

Alternatively, you may contact the bus office in building A.

- **Parking**

MSA University offers a parking area available for all staff and students at no extra charge.

- **IT services and guide**

E-learning

The E-Learning system is a reflection of MSA's vision towards becoming a leader in the centre of education. Abiding by the recent technological advancements and innovations, this platform is considered as an easier access for both students and staff to communicate where the use of information and technology is an essential part of our everyday practices. It impacts on the learning outcomes for all students enabling them to follow their course material and grades, track their attendance as well as submitting assignments and undergo online quizzes. This creates a blended platform that allows an exchange of information for the students and staff members.

This platform can be accessed at: www.e-learning.msa.edu.eg