

General instructions for the academic year 2023/2024

First: Admission criteria for engineering departments:

- Commitment to implementing the Board of Directors' decision when preparatory year students enroll in specialized departments.
- The Institute's Board of Directors has set criteria for admission to departments after the preparatory year based on the priority of enrollment for the number specified for the department according to the student's total grades in the preparatory year.
- Each student registers 6 preferences for the specializations shown in the specialization preferences form, which the student receives from the Student Affairs Department.

Second: General provisions:

- All students must be fully committed to regular attendance at lectures, tutorials, and laboratories in which they are registered, so that they are not prevented from taking exams.
- The student will be deprived of taking the course exam at the end of the semester if his absence rate exceeds 25%.
- No sick leave will be accepted unless it is presented to the institute's doctor, and within a maximum of three working days from the onset of the illness, provided that the medical report is certified by a government hospital.
- The condition for success in any course is that the student obtains 30% of the written grade and obtains 50% in the course.
- All preparatory year courses, pass and fail courses.

Best wishes to all students

Dean of the Institute

Prof. Dr. Moataz Mahmoud Tolba