

General conditions for admission and registration:

1- A student who holds a bachelor's/licentiate degree from one of the universities or higher institutes recognized by the Supreme Council of Universities is accepted to study in postgraduate programs if he meets the requirements for admission to the program according to the university's postgraduate studies regulations.

2- The student must obtain the approval of the relevant department council for admission to the program if he meets the conditions of the academic department (if any), then the approval of the college council, then the approval of the Graduate Studies Council.

3- The student must complete the documents and forms required by the University's Graduate Studies Department as a condition for admission, which are as follows:

3-1- Enrollment form.

3-2- A bachelor's degree, bachelor's degree, or equivalent, with a grade of at least good, i.e. (B-).

3-3- An academic record of the courses and their grades that the student studied during his years of study at the bachelor's or postgraduate levels.

3-4- Birth certificate, an official extract thereof, or a notarized photograph thereof.

3-5- A copy of the national ID number.

3-6- The position on conscription for males includes a certificate of termination of military service - or exemption from it - or temporary exemption, provided that it is valid for at least one year from the date of the start of study.

3-7- The employer's approval to allow the student to study full-time two days a week, and the approval is renewed annually throughout the years of registration.

3-8- An acknowledgment from the student that he is not registered in any postgraduate programs, whether in the same college or any other college in the universities and higher institutes in the Arab Republic of Egypt.

3-9- An acknowledgment by the student that he has not previously enrolled in the university degree study for which he is applying. If he has previously, he must explain the reasons for dropping out of study before obtaining the degree.

3-10- 4 recent photographs of the student.

3-11- Portfolio indicating payment of tuition fees.

Registration rules:

1. Scientific departments determine the specializations and research fields for programs open for registration and announce them in the college at the beginning of July for the fall semester and December for the spring semester of each year.

2. Registration opens at the beginning until the end of August for the fall semester, and at the beginning until the end of January for the spring semester.

3. Students who wish to register for any of the postgraduate programs must complete all required papers and submit them to the University's Postgraduate Admissions and Registration Department, which examines the submitted applications and prepares a list of candidates, attaching the applicants' data records. It is then sent to the relevant scientific department for review and fulfillment of any special requirements. In the department, the department council recommends whether or not to accept the student.

4. The student may register late (in the third week of the start of the study) at the end of the second week of the start of the study, after paying the administrative expenses necessary to delay registration, and this will be after the approval of the relevant scientific department.

5. Courses are selected and the course registration form is filled out, signed by the student and academic advisor, and approved by the head of the relevant scientific department.

6. The student goes to the graduate studies sector at the university, the form is registered electronically, and another form is extracted from the computer that matches it and specifies the tuition fees.

7. Tuition fees are paid at the bank using the form extracted from the graduate studies sector, and the student submits the form with the payment receipt to the graduate studies sector.

8. Professor Dr. Vice President of the University for Postgraduate Studies and Research approves all registration forms for students.

9. After the end of the second week, the Graduate Studies Department issues the final lists of students registered for each course and sends them to the colleges.

10. The application for registration for the thesis will be open during the semesters for master's students who have completed the required academic courses, without adhering to the announced registration dates for the courses in order to provide the opportunity to obtain the necessary approvals for the registration procedures. This is done by filling out the registration form for the thesis, provided that the topic of the thesis is included in the college's research plan.

11. The College Council may, based on the proposal of the relevant department council, suspend the enrollment of students enrolled in postgraduate programs in the following cases:

12-1- Recruitment: The student must submit a request to suspend his registration for the period of his recruitment within the first three months from the date of recruitment, supported by documents proving this.

12-2- Traveling abroad on a mission or vacation: The student must submit an application before his travel or during the first month of his travel, supported by documents indicating the necessity of his travel abroad, so that the travel period is more than a month.

12-3- Illness: The student must submit an application during the first month of his illness, supported by a sickness certificate

From a government hospital, health insurance, or university-accredited hospital, indicating that the duration of the illness exceeds a month.

12-4- Caring for the child, parent, or mother: The female or male student must submit a request to suspend enrollment to care for the child, parent, or mother. The period of suspension of enrollment begins after the application is approved, for a period not exceeding one academic year, and only once throughout the registration period. Official papers related to the sponsorship application must be submitted.

13. The College Council may, based on the proposal of the relevant department council, accept the student's apology for not taking the final exams if he submits a request before the start of the exams in the following cases:

13-1- Illness: The student submits an application supported by a sickness certificate from a hospital accredited by the university stating that he became ill while taking the exams for which he was excused.

13-2- Traveling abroad: The student submits an application supported by documents indicating the necessity of his travel abroad, explaining the compelling reasons for this, specifying the period during which he will be abroad, and proving his actual presence abroad during the examination period after his return.