



Education Affairs

# **AASTMT**

## **Education and**

### **Study Regulations**

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## **Preface**

The credit hours system is considered one of the best educational systems applied by international universities. The Arab Academy for Science, Technology and Maritime Transport (AASTMT) was one of the pioneering Egyptian educational institutions and universities which applied that system.

The system aims at supporting students' positive contribution to selection of educational majors which suit the student's capabilities and interests while taking into consideration the integration framework which maintains the balance between the student's freedom and independence in making choices and the availability of academic advising services. The credit hours system is marked by the sustainability of the assessment process during the semester in addition to diverse and comprehensive types which contribute to enhancing the student's level and qualifies him/her for successful and remarkable graduation.

AASTMT education and study regulations provide the students with clear illustration of all educational aspects from admission to graduation. This includes admission, registration, credit hours study system, grading, scholarships, offences, disciplinary rules and any other items as illustrated in the regulations.

## **Chapter 1**

### **Article (1): Educational System Basic Definitions**

#### **1- Academic Year**

The academic year consists of two main semesters and a summer semester.

Each semester consists of 15 weeks which are followed by two weeks for semester exams whereas the summer semester lasts for 5 weeks and is followed by one week for semester exams.

#### **2- Educational System:**

AASTMT applies credit hours educational system.

#### **3- Credit Hours System:**

The credit hours system is based on identifying the courses which must be successfully completed by the student according to his/her performance. The system grants the student studying progress freedom according to his/her capabilities and readiness with necessary guidance from the academic advisor while maintaining the minimum and maximum requirements for courses registration per semester. This gives the student the opportunity to participate in developing his/her study plan according to the capabilities and in compliance with the applicable systems.

Students must get a score of 50% or more in order to pass each course whereas students who do not receive the minimum success grade must retake the course.

#### **4- The Credit Hour:**

The credit hour is the basis for identifying the student's academic load each semester which is equivalent to a theoretical study hour (lecture) for 50 minutes per week and requires at least two hours of student's personal efforts for review and self-study. The credit hour can also be equivalent to 2-3 application hours (each lasts for 50 minutes) and requires at least one hour of the student's personal effort.

#### **5- Academic Load:**

The academic load is the total number of weekly credit hours which are registered by the student per semester.

**6- Course:**

A course is a subject which is taught to students during a semester and is allocated a certain number of credit hours according to the study plan of the relevant department. Each course is marked by a special code which refers to the educational department responsible for such a course and the level of this course during the academic years.

**7- Additional Course:**

This refers to the course which is added to the student's academic load during the main semester as per the student's choice with the approval of the academic advisor and the head of department in the following cases:

- a. GPA is not less than 2.8.
- b. Student's GPA during the final year (last two semesters) is not less than 2.0.

**8- Credit Hours Achieved:**

This refers to credit hours of any registered courses which are successfully completed by students and are recorded in his/her educational achievement.

**9- Pre-requisites:**

Any courses which must be completed by students before registration in a specific course.

**10- Phase:**

This refers to the total study time which consists of one or more semesters completed by students in campus or on board ships (for students in Nautical and Marine Engineering Technology Departments).

**11- Educational Programme:**

A group of key, secondary and selective courses which are offered by the educational department and are necessary for scientific degree completion during a timescale of 4-5 years. Each educational programme includes a number of educational paths.

**12- Educational Path:**

This refers to the educational plan which is selected by the student according to his/her capabilities, readiness to achieve the educational objectives.

**13- Orientation Programme for Freshman Students:**

AASTMT holds an orientation programme for freshman students during the week preceding each semester. The programme aims at introducing

the students to the study systems and plans, registration methods for courses and exams, accommodation and lodging in addition to students' rights and responsibilities. The programme aims at introducing the students to the various business opportunities fields which are granted by selected majors.

**14- Study System:**

Study system in AAST follows the internal system for students in the first two years and the external system for the remaining years. The external system also applies to other colleges.

**15- Academic Advisor:**

The academic advisor is a member of staff who is assigned the supervision duties for a group of students in addition to provision of guidance and support to understand their capabilities and interests. The advisor also introduces the students to AASTMT study plans and courses to enable them to take necessary decisions with regards to study planning towards the academic objective in compliance with the students' ambitions and hopes. Students must refer to the academic advisor for consultations with regards to study affairs.

## **Chapter 2**

### **Admission Rules**

AASTMT admission system includes the following points:  
Admission requirements, approach, transfer between different institutions or transfer of paths within AASTMT colleges or departments, tuition fees, scholarships, fees discounts, exemption or refund. The system includes the following items:

#### **Article (2) General Admission Terms**

**Students must meet the following admission requirements:**

- Completion of secondary stage education or equivalent foreign education certificates according to the special requirements of each department.
- Meeting the minimum requirements of the department or college which are announced before the semester beginning according to the Supreme Council of Universities.
- Physically fit as per stipulated levels.
- Students' good conduct as long as no judicial judgments are issued against them.
- Submission of all admission documents (AASTMT admission application, educational qualification, 4 recent photos, ID or passport photocopy).
- Approval of delegating entities in case of student's delegation from any country or authority.
- Passing admission exams as deemed necessary by AASTMT.
- Acknowledgement to follow AASTMT rules and regulations.

#### **Article (3) Special Admission Requirements for Equivalent Foreign Educational Certificates**

- Admission to AASTMT colleges is based on the minimum requirement set by AASTMT and qualifying materials for each certificate and is based on the announced rules by the Supreme Council of Universities at the beginning of each semester admission.
- Foreign educational certificates (IGCSE, American Diploma, Abitur, French Baccalaureate, International Baccalaureate) are

assessed according to the digital assessment applied by the Supreme Council of Universities.

#### **Article (4) Admission Methods**

- Before the start of each semester, AASTMT shall identify the number of students in various specializations for each semester in addition to the special requirements for each major. Students' admission is performed on a bi-annual basis (September / February).
- Students are selected based on early admissions, fees payment and passing admission exams held by AASTMT.

#### **Article (5) Transfer**

##### **I. Transfer from other institutions and universities:**

AASTMT accepts transferred students from other institutions or universities according to the following requirements:

- Meeting AASTMT admission requirements subject to the academic duration in the college transferred from.
- Some courses which have already been studied by the student may be considered as transferred courses provided that they are equivalent to those studied at AASTMT and on condition that the grade in such courses is at least "good" or "C".
- Transferred credit hours grades are not calculated in the student's GPA but shall only be transferred as credit hours within the requirements for graduation as registered in the academic record.
- Transferred students must complete 50% of the necessary credit hours as a minimum requirement to be awarded the certificate or degree applied for.

##### **II. Transfer within AASTMT:**

Students may transfer from one major to another within the same college or from one college to another within AASTMT – as per the student's request – provided the following:

- Availability of places in the major the student likes to transfer to in light of the admission plan for such major.
- Availability of admission requirements for the major transferred to.
- Student's grades in the studied courses in the college transferred from shall be approved in the new major as part

of the graduation requirements. As for courses which were not accepted in the college transferred to, such courses shall remain in the student's record but shall not be reflected in calculating his/her GPA.

- Recommendation made by the academic advisor based on the student's educational status, conditions and level of readiness to the major transferred to. The student may request to be treated as a freshman student and in such case, a new academic record is created.
- Major change requests are submitted to Deanery of Admission and Registration within two weeks at least before the beginning of any semester.

### **Article (6) Tuition Fees**

- Tuition fees are calculated based on the student's total marks in the secondary education stage according to the following three categories:
  - Category (A): 90% or more
  - Category (B) 80% to 90%
  - Category (C): less than 80%
  - Freshman student fees (Egyptian and Sudanese nationalities) are calculated in Egyptian pounds based on a fixed exchange rate for US dollars during the study period.
- Academic fees must be paid before registration and before the beginning of each academic/training semester. Fees payment is considered a key requirement for completion of registration procedures. Fees may be paid by the student or his/her guardians either electronically, in cash or by cheque in the name of AASTMT – Deanery of Admission and Registration.

### **Article (7) Scholarships**

#### **I. Admission scholarships**

- AASTMT provides a number of scholarships for the highest total marks in the secondary education stage. Such scholarships are only valid if the student's GPA remains over 3.4.
- AASTMT also provides scholarships for students who have won international sports championships.

## **II. Academic Excellence scholarships:**

- Scholarships are awarded to students who achieve academic excellence (exemption from tuition fees only). This includes a complete scholarship for one student during the academic period in each major for the highest GPA which is not less than 3.4.
- The scholarship is equally distributed among students if they achieve the same GPA.
- In case of several students with GPA 4.00, they shall all be awarded a complete academic excellence scholarship.
- In case a student (recipients of any scholarships or discounts for tuition fees) repeats any subject for any reason (failure, withdrawal or improvement), the student shall pay the tuition fees in full.

## **III. External Training Scholarships:**

- AASTMT provides external opportunities for gaining experience for its students through coordination with some companies and organizations to provide external training scholarships for students. Nomination for such scholarships depends on students' academic achievements.
- AASTMT provides training opportunities for students in various organizations either in Egypt, Arab or foreign countries. In addition, AASTMT provides student exchange programmes with Arab and international universities.

### **Article (8) Scholarships and Rewards**

AASTMT provides complete and partial scholarships (deducted from the academic load fees only) for applicants according to the following categories:

- 1-** AASTMT provides full scholarships for students with the highest total marks in Egyptian secondary education stage.
- 2-** 70% discount for students with 100% or more total marks and 30% discount for students with 95% or more total marks in Egyptian secondary education stage as an extra discount.
- 3-** AASTMT provides 5 sports scholarships for students who have won international championships.
- 4-** 30% discount on tuition fees for sons/daughters of employees in the League of Arab States, Ministry of Foreign Affairs and sons/daughters of AASTMT graduates in addition to 20% discount for the graduate brothers/sisters.
- 5-** 30% discount of tuition fees for the second brother/sister and 50% for the third brother/sister.

6- 30% discount of tuition fees for the sons/daughters of government and public sector employees who served for 15 years or more.

7- 30% discount of tuition fees for the sons/daughters of Egyptian universities staff members and sons/daughters of armed forces and police officers.

### **Article (9): Fees Exemption or Refund**

- Students are fully exempted from paying tuition fees in case of the supporter's demise during study period.
- All fees paid by the students during registration at AASTMT shall be refunded to his/her family in case of demise during study period.
- 90% of the paid fees shall be refunded in case of withdrawal or postponement of studies up to the second week from academic year start date. Fees shall be refunded after student's release.

## **Chapter 3**

### **Registration Rules**

AASTMT registration system includes the following items:

Registration procedures, registered academic load; removal, addition and withdrawal from courses, course retakes, study postponement (registration suspension) and reregistration. These items are illustrated in detail as following:

#### **Article (10) Registration Procedures**

- Registration process for academic courses starts two weeks before the semester begins and after payment of tuition fees. The process includes academic advising services, review of the student's academic status and fees payment.
- Study schedules are announced to the students before the beginning of each semester. The student takes responsibility for completion of registration procedures under the supervision of the academic advisor without prejudice to the instructions and schedules issued by Deanery of Admission and Registration at the beginning of each semester.
- In case of the student's inability to complete registration procedures as scheduled (early registration), s/he can complete the procedures in the late registration period (within two weeks from the semester start date) after paying the late registration fees.
- Students are not allowed to complete registration procedures after the two weeks grace period from the semester start date. In this case, the student is considered to have withdrawn from the semester and is mandated to submit readmission request for the following semester.

#### **Article (11) Academic Load for Registered Courses**

- The academic load for the students is identify before the beginning of each semester based on the previous achievements.
- The academic load varies between 12-18 credit hours for the main semester whereas the maximum limit is two courses for the summer semester (with the possibility to add 0.5 hours (leadership) + 0.5 hours (athletics) for AASTMT students).
- Outstanding students with a minimum GPA 2.8 may register for an additional course in the main semester as convenient in the study

schedules and based on the recommendation of the academic advisor and the approval of the head of department which the student reports to.

- Final year students (last two semesters) may increase the academic load to 21 credit hours (22 hours in Architectural Engineering Department and College of Maritime Transport and Technology). GPA must not be less than 2.0 on registration.
- The student may not register in any course unless s/he meets the course requirements. In the meantime, s/he may be allowed to register for a specific course along with the previous course which s/he did not pass and is a prerequisite for graduation.
- Registration in PE and leadership training (Nautical and Marine Engineering Technology Departments students) is mandatory for each academic semester as per the plan whereas withdrawal rules shall not apply to such courses.
- Students are put on warning list if they receive less than GPA 2.0 and students' options in terms of courses registration are restricted, i.e. students cannot register for more than 12 hours (or 13 hours in the College of Maritime Transport and Technology) per semester (light load). The academic advisor's recommendation is considered mandatory for the student with regards to the advisor's identified courses and includes improvement and retake courses in addition to new courses.
- A written and official warning note is sent from the Deanery to the student's guardians or the delegation entities when the student's GPA or the semester's GPA are less than 2.0.
- Maximum limit for student's warning listing is for 3 consecutive semesters. If the student does not achieve GPA 2.0, s/he must seek assistance from the academic advisor to choose other educational paths which are suitable for the student's capabilities including the following:
  - Transfer to another department which is suitable for his/her capabilities within the same college (while meeting the requirements of the department transferred to)
  - Transfer to another AASTMT college which is suitable for his/her capabilities provided s/he must meet the admission requirements for such college (secondary education stage total marks at the time of admission to AASTMT in addition to the transferred to department).
- A student is dismissed from AASTMT if s/he does not achieve GPA 2 as a minimum by the end of the third semester of being

listed on the warning list for the new department or college s/he is transferred to.

### **Article (12) Removal, Addition or Withdrawal from a Course**

- Students are allowed to add or remove any courses up to the end of the second week in the semester provided that such action is performed in consultation with the academic advisor.
- Students are allowed to withdraw from any course which s/he has already registered in up to 14<sup>th</sup> week of study but this shall not result in fees withdrawal.
- Optional withdrawal from PE and leadership training courses (for Nautical and Marine Engineering Technology Departments students) is not allowed as withdrawal from them is considered as failure.

### **Article (13): Course Retake**

- Failure results for any course shall be registered in the student's permanent record and is accounted for in the calculation of the semester grade and total GPA whether the course is core or elective.
- The student must retake courses in case of failure and in case of success, the highest grade the student shall receive is Very Good (B+).
- The student may retake any course which s/he has already passed if s/he wishes to increase the GPA for improvement.
- If the student retakes a course for improvement after s/he passes such course, the student is awarded the highest grade received for that course.
- The students may not retake a course for improvement after more than a full academic year (two main semesters).
- If the student fails for the second time in a course retake, the failure grade in the original semester is the one which is recorded.
- Course credit hours for the students who retake a specific course due to failure or any other reason shall be only calculated once in the required credit hours for graduation.
- The student who receives "Incomplete" grade in any course must retake this course exam whereas the exam date and results amendment for this course must not exceed the end of the first week in the following semester; otherwise the student result shall be considered as "failure".

### **Article (14): Studies Postponement (Registration Suspension)**

Students may postpone academic studies for a maximum of two semesters. The postponement request must be submitted to the Deanery of Admission and Registration before the beginning of studies. The commissioning entity's approval of the postponement reasons is a prerequisite for the approval of such request.

### **Article (15): Reregistration**

- Students who have already applied for postponement may be reregistered according to a request which is submitted to the Deanery of Admission and Registration within at least two weeks before the beginning of the semester which the student wishes to reregister for provided that the student does not exceed the postponement duration.
- Students who request reregistration after complete withdrawal from studies must submit a request to the Deanery of admission and registration (with all necessary documents enclosed) within a month before the start of the new semester in which the student wishes to register while taking into account the previous academic status of the student in terms of the achievements, grades and duration of discontinuation.
- Students are reregistered according to the applicable fees on reregistration in case of complete withdrawal or postponement for more than two semesters. In all cases, students are reregistered after paying the applicable registration fees.

## **Chapter 4**

### **Grading and Exam Rules**

Grading and exams rules include the students' attendance system, exam system and grading methodology.

#### **Article (16): Students' Attendance System**

##### **1. During Study:**

- Attend lectures and practice courses is an essential requirement. Lecturers must take the daily attendance of students during their courses.
- Students are responsible for the courses, homework and assignments which are assigned during his/her absenteeism without any excuse.
- Students are deprived from continuing the academic course if the absenteeism percentage reaches 15% of the course hours during the semester without an acceptable excuse. In case of absenteeism due to imperative circumstances which are considered by the lecturer, the student's withdrawal is considered mandatory if the absenteeism percentage reaches 20% of the course hours.

##### **2. During short/guided/long maritime training (for Nautical and Marine Engineering Technology Departments students):**

- Students' evaluation during short/guided training correlate to attendance marks and practice applications during this period whereas marks shall be deducted due to students irregularity.
- Students' training period is cancelled if the attendance percentage is less than 90% of the total allocated hours and the final grade is "Failure".

#### **Article (17): Grading and Exams System**

##### **1. During studying:**

- Students are assessed on a regular basis during the semester through written, practice and oral exams in addition to research, daily homework, assignments and requirements to participate in discussions and maintain course attendance in addition to other assessment methods. This helps students benchmark the learning achievement levels during the semester and tackle the educational gaps when deemed necessary.

- Final grade for each course consists of the classroom assignments marks (60%) and the final exam marks (40%).
- Final exams for each course is held once at the end of semester and is a written and/or practice exam according to the course nature. The exam must be inclusive of all course parts with the exception of the “project” as the relevant department council decides the suitable evaluation method which is announced to students at the beginning of project registration.
- Students’ classroom assignments marks are announced twice per semester, the first time is published online at the end of Week 8 and the second time at the end of Week 13 by the relevant departments.
- All regular exam documents, reports and research are returned to the students after being marked and recorded whereas the final semester exam documents are archived at the relevant department for one semester only. Students are entitled to review such documents after submitting a request to the relevant head of department.

## **2. During short/guided/long maritime training (for Nautical and Marine Engineering Technology Departments students):**

### **2.1 Short Maritime Training:**

Students are evaluated using methods which match the nature and content of such duration. Grades are submitted at the end of each stage.

### **2.1 Guided Maritime Training:**

- Guided training is a semester requirement which must be completed during the academic period at the college as per the studying plans.
- Students are not allowed to register for guided maritime training unless they successfully complete the requirements set by the relevant departments.
- Students’ completion of guided training period is based on the following achievements:
  - Completion of assignments, watchkeeping duties and required reporting
  - Completion of practice and oral exams at the end of semester with minimum GPA 2. In case of not achieving all requirements or any part thereof, students must retake the whole period or

any part thereof as applicable. Relevant rules shall be developed by both the college and department.

### 2.3 Long Maritime Training:

Students are evaluated during long training stage through monitoring reports which are prepared by the companies providing the training, completion of assignments and reports in addition to the oral exam which is held at the end of this stage to measure the gained experience by the student during the training stage. In case of not achieving the required levels, the students are reassigned to the sea for at least 3 months to complete his/her training.

### 3. Graduation Project:

In case of education tracks which require graduation projects as a requirement for graduation, students are assigned to staff members who act as supervisors to help identify the domains for project development. The project shall be performed during the last two semesters. Students' projects evaluation shall be made by the assessment committees which are formed by the relevant department.

### Article (18): Evaluation Methodology

Students shall receive a grade for each registered course as per the following rules:

- **Course Grade:**

This refers to the grades received by students for any course (grades are in a descending order as follows A+, A, A-, B+, B, B-, C+, C, C-, D, F). Each grade refers to certain point value as illustrated in the following table:

Grade	GPA	Descriptive Grade	Score
A <sup>+</sup>	12/3 = 4.00	Exceptional	95% فأكثر
A	11.5/3=3.83	Excellent	90.00% - 94.99%
A <sup>-</sup>	11/3= 3.66	Superior	85.00% - 89.99%
B <sup>+</sup>	10/3=3.33	Very Good	80.00% - 84.99%
B	9/3=3.00	Above Average	75.00% - 79.99%
B <sup>-</sup>	8/3=2.66	Good	70.00% -74.99%
C <sup>+</sup>	7/3=2.33	High Pass	65.00% - 69.99%
C	6/3=2.00	Pass	60.00% - 64.99%
C <sup>-</sup>	5/3=1.66	Conditional Pass	55.00% - 59.99%

<b>D</b>	<b>4/3=1.33</b>	<b>Conditional Pass</b>	<b>50.00% - 54.99%</b>
<b>F</b>	<b>Zero</b>	<b>Fail</b>	<b>50.00% أقل من</b>
<b>I</b>	-	<b>Incomplete Course</b>	
<b>W</b>	-	<b>Withdrawn</b>	
<b>U</b>	-	<b>Continuous</b>	

- **Points:**

Points are calculated by multiplying the grade value by the number of registered credit hours.

- Semester GPA (Average grade received by students per semester) is calculated by multiplying the score received for each course by the credit hours and the equivalent amount is divided by the total number of registered courses (withdrawn courses during the semester shall be disregarded).
- GPA shall be calculated at the end of each semester by calculating the total points score received by the student in all courses and is then divided by the total number of credit hours registered by the student.

**Example:**

Course	Registered credit hours	Grade	GPA	Points	Gained hours	Semester GPA
X	3	<sup>+</sup> A	4	12	3	
Y	3	<sup>+</sup> C	2.33	7	3	
Z	3	B	3	9	3	
XY	3	D	1.33	4	3	
XZ	3	F	0	-	-	
	15			32	12	2.13

$$\text{Semester GPA} = \frac{3*4 + 3*2.33 + 3*3 + 3*1.33}{15} = 2.13$$

- **GPA (Semester GPA/ Accumulative Grade)**

GPA	Descriptive Grade	Equivalent Percentage
2.0 up to 2.4	Pass	50% up to 60%
2.4 up to 2.8	Good	60% up to 70%
2.8 up to 3.4	Very Good	70% up to 85%
3.4 or more	Excellent	85% -100%

- **Graduation with Honours:**  
 AASTMT students shall receive a grade with honours in case of achieving a minimum final GPA 2.8 provided that the grades are not less than “C” in any of the courses without any retakes or any failures. Grades with honours are registered in the student’s record and in the certificate awarded to the student on graduation.
- **Incomplete Course:**  
 This refers to courses which the head of department approves for postponement of the semester final exam due to imperative circumstances or excuses accepted by the head of department or the recommendation of the course lecturer or courses coordinator. Students must receive a minimum score of 36 (60%) for classwork which enables them to sit for the final exam. The student’s result shall be considered “Incomplete” for such course which allows him/her to sit for the final exam in such course on the scheduled date by the course lecturer but not exceeding the end of the first week on the following semester; otherwise, the student’s result is considered as “Failure”.
- **Continuous Course Grade (U):**  
 This refers to a course which extends over two semesters whereas the student receives one grade for performance at the end of both semesters (e.g. Graduation project I grade or part I of maritime training).
- **Semester Average:**  
 This refers to the average achieved by students at the end of each semester. Student’s score points in completed courses during this semester are calculated and divided by the total number of registered credit hours during this semester (withdrawn courses during the semester shall be disregarded).
- **Grade Point Average (GPA):**  
 This refers to calculation of score points received by the student in all courses up to date for GPA calculation and is then divided by the registered credit hours in order to identify the student’s status in terms of academic load, study progress and academic control.  
 On student’s reregistration after two consecutive or non-consecutive semesters, the approval of the relevant department must be acquired before reregistration to ensure the approval of the student’s new study plans whereas the maximum limit for reregistration is identified.

- **Academic Status:**  
This refers to the level of studying achievement and is measured according to the student's GPA.
- **Graduates:**  
Students graduate from AASTMT colleges after completion of all programme courses credit hours with a minimum GPA 2.0 on graduation.
- **Academic Probation (Academic Warning):**  
Students are listed on the academic probation (warning) if the GPA is below 2.0. Accordingly, the student's academic load is reduced whereas the student is not entitled to register for more than 12 credit hours (13 credit hours for College of Maritime Transport students) which include improvement or retake courses first and then new courses in order to be removed from academic probation list. Academic advisor's recommendation is mandatory for the student in terms of identifying the courses which shall be registered.
- **Forced Withdrawal:**  
If the student's absenteeism from course study hours exceeds 15% without excuses or 20% with acceptable excuses, this is considered as a forced withdrawal from the course and is marked as "W" in the study record.

## **Chapter 5**

### **Disciplinary Rules**

AASTMT disciplinary rules identified the students' responsibilities during studying which must be adhered to. Disciplinary rules also identified the offences and penalties in case of breaches in addition to the necessary petition procedures to elevate or mitigate the penalties as following:

#### **Article (19): Student's Responsibilities during Studying**

AASTMT students shall adhere to the following basic rules:

- 1- Regular attendance of lectures, training and practices. Attendance percentage is taken into consideration in the students' assessment.
- 2- Participation in debates during lectures is considered a main part of assessment in addition to assignments, homework and readings assigned to students.
- 3- Review of circulars, regulations and systems which are issued by AASTMT and discuss any parts which are not clear with the academic advisor and other AASTMT staff members.
- 4- Adherence to instructions and rules with regards to dress code, accommodation on campus, study and training areas.
- 5- Maintain sound behaviour in dealing with colleagues and ensure the proper usage of AASTMT equipment and tools.

#### **Article (20): Offences**

- 1- Refusal to abide by issued instructions during exams.
- 2- Disorders to the exam system or exam halls
- 3- Exam cheating attempts
- 4- Exam cheating
- 5- Offenses against examination supervisors either verbally or physically
- 6- Impersonation of another student to sit for exams

### **Article (21): Disciplinary Penalties**

Disciplinary penalties beyond verbal warning include the following:

- 1- Elimination of exams.
- 2- Failure in the exam which witnessed the offence incident.
- 3- Failure in the course which witnessed the offence incident in addition to two following courses.
- 4- Failure in all registered courses in the semester.
- 5- Failure in all registered courses in the semester which witnessed the offence incident in addition to the registration suspension in the following semester.
- 6- Final dismissal from AASTMT.

### **Article (22): Petition for Penalties Mitigation or Elimination**

Students which are subject to disciplinary penalties may submit a petition to the President of the Arab Academy for Science, Technology and Maritime Transport within 15 days from notifying the student of the penalty decision; otherwise the petition right is expired.

### **Article (23): Education and Student Affairs Councils**

- **Supreme Council for Education Affairs and Scientific Research**

The council consists of AASTMT education affairs officials and is responsible for developing AASTMT educational strategy and monitoring activities with regards to educational, training and research aspects.