



The Bylaws of Undergraduate Programs

Faculty of Engineering, Ain Shams University



September 2018b

Version 190921

2. Encouraging teachers to adopt new teaching technologies and strategies such as CDIO (Conceive, Develop, Implement and Operate).
3. Providing support to include Sustainable Development Goals (SDGs) in the curricula of different programs.
4. Providing support in the implementation of other Engineering skills such as team working, communication skills, critical thinking, etc.
5. Developing and maintaining several teacher manuals, such as code of conduct, manual for different activities during the teaching process.
6. Organizing training for continuous development.
7. Developing administration staff involved with the students.
8. Teaching the general courses to the faculty students.

Article (5): Program Steering Committee

The Program Steering Committee is assigned for one academic year by the Faculty Council after the recommendation of the Concerned Department for Specialized Programs or the Concerned Departments for the Inter-Disciplinary Programs.

The Program Steering Committee is responsible for:

1. All administration aspects concerned with the program students.
2. Following up the academic advising for the program students.
3. Following the study plan for each student until completing the program requirements.
4. Administration of the course equivalence for students transferred from other programs or from other faculties. The decision of the course equivalence is done by the concerned department teaching this course.
5. Following the educational process in cooperation with the Continuous Improvement and Quality Assurance Unit inside the Faculty and reviewing the reports on the instructors.
6. Planning course offering in the beginning of every semester.
7. Holding collegial Meetings with representatives from the departments teaching courses for the program.

Article (6): Education and Student Affairs Committee

The Education and Students Affairs Committee is responsible for studying all issues related to students, such as:

1. Investigating individual students' requests, and excuses for study periods or exams.
2. Investigating individual students' complaints.
3. Investigating students' admission cases and rules.
4. Investigating students' transfer requests from other universities.
5. Approving students' requests for inter-program transfers.
6. Students' affairs processes and procedures.
7. Promoting students' activities.
8. Coordinating students' Field Training.
9. Any other related issues to students' affairs.

All recommendations of the Education and Students' Affairs Committee are presented to the Council of the Faculty of Engineering for final approval.

The issues related to students' affairs are escalated to the University level in two tracks:

1. Ain Shams University Education and Students' Affairs Committee for students enrolled in the Specialized Programs.
2. Ain Shams University Programs Board for students enrolled in the Inter-Disciplinary Programs.