



ACADEMIC POLICIES

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I. GRADUATE ADMISSIONS POLICY

1. ADMISSION REQUIREMENTS

Students wishing to take graduate courses at Nile University (NU), whether or not they are planning to pursue a specific degree, must submit an application to the Admissions Office. All required materials for admissions including the applications fee should be sent directly to the Office of Admissions at NU. The application file should include:

1. The completed application form including the applicant's personal statement.
2. Official degrees and transcripts of all university-level work certified by the granting institution including all degrees (both undergraduate and graduate) previously earned or not completed.
3. The official score report of the appropriate entrance examination.
 - a. Applicants who did not complete their tertiary studies at an institution where English is the medium of instruction must take the Test of English as a Foreign Language (TOEFL). Scores are valid for two years only.
 - b. Applicants to Masters or PhD programs in the School of Communication and Information Technology and the Graduate School of Management of Technology must submit recent (within five years) Graduate Record Examination (GRE) scores. Students who have completed a graduate degree in the same or in a related area in the last three years are not required to take the Graduate Record Examination unless it is specifically requested by the department.
 - c. Applicants for Masters or PhD programs in the School of Business Administration must submit a recent, within the last five years, official transcript of the Graduate Management Admissions Test (GMAT).
4. Applicants to the EMBA program must have a minimum of three years of relevant business experience supported by documentary evidence.
5. Two recent passport-size photographs.
6. Photocopy of official ID or passport.
7. Other requirements as may be specified by the individual program/department.
8. Application fee of 100 Egyptian Pounds.
9. Three recommendation letters and recent Curriculum Vitae.

The above application requirements are for all Masters and Ph.D. programs.

Admission of a student to Nile University for any semester does not imply that such student will be re-enrolled in any succeeding academic semesters.

Every applicant for admission can be assured that all credentials will be carefully studied in an effort to select appropriately qualified students. Each application for admission may be examined by faculty members responsible for the graduate program. The Office of Student Affairs informs each applicant of the results of his/her application.

Applicants for admissions to NU should note the following:

1. No action is taken until all required documents are included in the application file and the applicant's file is complete.
2. Materials submitted in support of an application are not released for other purposes and cannot be returned to the applicant.

2. CATEGORIES OF ADMISSION

Students are admitted to NU under any one of the following categories:

1. **Full Admission:** Granted to students who have met all admission requirements.
2. **Provisional Admission:** Granted for one semester only to students who have not fully satisfied one or more of the application requirements.
3. **Post Baccalaureate Admission:** Provides graduate study opportunities for:
 - a. Qualified applicants who, for approved reasons, do not wish to work toward an advanced degree. This would be appropriate for those students who have special objectives for professional study or scholarly work;
 - b. Students enrolled in a graduate program elsewhere but desiring to earn graduate credit at Nile University for the purpose of transferring it back to the other institution;
 - c. Students already holding the master's degree or doctorate but who desire additional course work in their field.

Students who are applying under the post-baccalaureate status must submit all admission requirements outlined earlier except for the GRE and the GMAT which they are exempted from.

No more than a total of twelve (12) credit hours may be taken while in post-baccalaureate status. No credit taken in this status can be applied towards any graduate degree at NU. Students admitted under the post-baccalaureate status should realize that their future admission to full admission status is unlikely. The mere accumulation of graduate course credits is not sufficient justification to permit entrance into any of NU graduate programs.

4. **Non-Degree Admission:** This category provides an opportunity for graduate study for qualified teachers or professionals who do not wish to work toward an advanced degree but who for professional reasons need to continue to take graduate courses and have already taken 12 credits in Post-Baccalaureate Status. No more than a total of twelve (12) credit hours may be taken while in this status. No credit taken in this status can be applied toward a graduate degree at the University. A letter explaining the need for the course work by the student's employer must accompany the application.
5. **Auditors:** Applicants who would like to attend certain classes without earning any credit may apply as auditors. This category of admission is dependent on space availability. Students are not eligible to sit for examinations, submit

papers and assignments, earn academic credit and grade, or receive any enrollment certification from Nile University.

3. READMISSION

Readmission may be granted to students in good academic standing who have not been continuously enrolled in regular sessions. Students must contact the appropriate departmental office three months in advance of registration. If additional college work has been completed elsewhere since the last enrollment at Nile University, an official transcript will be required. Please refer to additional policies and procedures of the specific program for additional information about readmission.

4. RECENCY OF CREDIT

All graduate work to be transferred for credit from other institutions must be completed within four years of the time of admission to Nile University. Only graduate courses with a grade of B or equivalent can be transferred to NU.

5. REGISTRATION

Upon admission to Nile University, students are automatically registered for the courses that pertain to their program of study. However, their enrolment at NU would only be completed after payment of their tuition for the first semester.

6. FULL-TIME STUDY

Full-time students are graduate students taking nine or more graduate credits in a regular semester, or six or more graduate credits in a trimester.

II. ACADEMIC REGULATIONS FOR GRADUATE STUDIES

1. CREDIT HOURS

Coursework, grading and graduation requirements are all functions of the credit hour. In general, a credit hour represents a one-hour class period and three hours of individual study each week for one semester.

2. CLASS ATTENDANCE

Class sessions and group meetings are considered not only academic but also professional activities. As such, students are expected to attend group meetings and classes regularly and punctually. The logic of this process is to ensure the active and continued engagement in discussions and a rich learning experience.

If a class must be missed, for whatever reason, the student should notify the instructor and the program director, giving as much advance notice as possible. In all cases, it will be the student's responsibility to make up for work missed. Under no circumstances will job interviews, fieldwork for any course, or personal circumstances that are not absolutely exceptional, be accepted as sufficient grounds for absence. Absences, even when justified, may be taken into account in the grading process at the discretion of the instructors who will keep the program director informed of absences and late arrivals.

If class attendance in any course is less than 80% and with the approval of the instructor, the student will automatically get a maximum grade of C on that course. Exceptions may be given with permission from the professor teaching that course and approval of the program director upon a prior notification.

Failure to comply with these policies is considered serious misconduct leading to potential dismissal or other action as deemed appropriate by the instructor and the program director.

3. STUDENT EVALUATION IN COURSES

Student evaluation in courses will be based on the following criteria:

- Exams and assignments
- Classroom performance
- Attendance / Participation
- Cases
- Projects / Presentations
- Other criteria that the instructor deems important for the course

4. EXAMINATIONS

Examinations are an integral part of any program and are conducted according to the following standards:

- Students must take all examinations required for the successful completion of a course.

- Students may not communicate or collaborate with each other in any way during closed-book written examinations and when working on assignments unless these are explicitly stated as group assignments.
- Books or notes may be used when taking an open-book examination with the specific authorization of the professor, and then only within the limits set by the professor.

All Ph.D. students must pass the Qualifying Examination and defend their dissertation proposal before being admitted to candidacy. They must also defend their dissertation research. The student's Ph.D. advisory committee, consisting of at least four members of the graduate faculty is responsible for administering the tests.

5. GRADING

Nile University uses the credit hour system for its curriculum and has adopted the following grading system for its graduate studies:

Letter Grade	Grade Point Value	Description
A+	4.0	Excellent
A	4.0	Excellent
A-	3.7	Excellent
B+	3.3	Very Good
B	3.0	Good
B-	2.7	Conditionally Pass
C+	2.3	Conditionally Pass
C	2.0	Conditionally Pass
F	0.0	Fail

Grades that will show on the student's transcript but are not included in calculating the GPA are:

I	Incomplete	The student has not completed the course requirements and was allowed a grace period to complete it beyond the end of the semester.
S	Satisfactory	The student working satisfactorily towards the completion of his/her thesis/dissertation.
US	Unsatisfactory	The student working unsatisfactorily towards the completion of his/her thesis/dissertation.
W	Withdrew	Student withdraws early enough before the instructor can evaluate his/her performance.
WP	Withdrew Pass	Based on the instructor's evaluation, the student's work was satisfactory up till the time of withdrawal.
WF	Withdrew Fail	Based on the instructor's evaluation, the student's work was unsatisfactory up till the time of withdrawal.
P	Passed	This grade is granted for a Pass/Fail course or a thesis.
AU	Auditor	This grade is granted for auditors as a proof for course attendance.

Assignment of grades is the responsibility of the instructor. Based on the above grading system, a grade point average is calculated for each student. The grade point average (GPA) per course is calculated by multiplying the grade point value obtained in the course by the course's credit hours. The GPA during a specific period is determined by dividing the summation of values for all courses completed in that period by the total credit hours earned during that period.

Thesis / Dissertation / Major Paper

The student receives a grade of "P" when his/her thesis/dissertation is completed and successfully defended. Until then, the student semester evaluation on his/her progress towards completing a thesis/dissertation is granted a grade of "S" or "U".

6. ACADEMIC EVALUATION PROCESS

The program director is responsible for ensuring the consistent application of the program's standards and criteria. He/she will evaluate the individual cases of students who do not meet the minimum academic requirements.

In cases of unsatisfactory academic performance, a GPA lower than 3.0, the program director may ask the student in question to take a general examination at the end of the first year to test his or her proficiency in the subjects covered during the year. The examination date is given at the end of the academic year. Continuation in the program will depend on the student's performance in this test.

7. RESIDENCY REQUIREMENT

Students pursuing degree for MOT and CIT programs must spend at least two consecutive semesters in full time study at NU. Students pursuing an EMBA degree must spend at least three consecutive semesters in full time study at NU.

Students pursuing a PhD program at NU must spend at least two consecutive semesters in full time study at the university beyond the Masters degree.

8. MASTERS GRADUATION REQUIREMENTS

To be eligible for graduation, students must complete a minimum of 75% of the credit hours required for graduation at NU and accumulate a GPA of 3.0 or higher in a five year period. At the end of the first academic year, a committee composed of the program director and selected staff evaluates each individual's GPA and will discuss with the student any concerns regarding his/her performance and the course of action required by the student for successful completion of the program. This process will be documented and included in the participant's academic file. Typically, a student whose GPA falls below 3.00 is put on probation and is given one semester to correct this discrepancy in his/her GPA. If the student's GPA continues to be lower than 3.00 at the end of the probationary period, s/he will be subject to dismissal from the program. However, the student could submit a petition explaining the special circumstances that resulted in his/her low GPA. The Student Affairs Committee reviews the case and may allow the student to register for one last semester, during which s/he must eliminate the GPA discrepancy; otherwise s/he gets dismissed from the university.

9. PHD GRADUATION REQUIRMENTS

A student pursuing a PhD program at NU must complete all required courses and pass the qualifying examination before their admissions to candidacy is approved. The qualifying examination is required of every PhD candidate and is scheduled at a time that the supervisory committee and the candidate deem appropriate. Students must be admitted to candidacy for the degree at least one semester before their dissertation defense is scheduled. To graduate students pursuing a PhD program at NU must complete, excluding the dissertation, sixty credit hours of course work, beyond the baccalaureate level, or twenty four credit hours beyond a relevant Master degree, and successfully defend a dissertation.

10. TRANSFER OF CREDIT

With the approval of the program director and the respective dean up to 9 credit hours may be transferred from another accredited institution towards the degree requirements for MOT and CIT programs while up to 12 credit hours may be transferred from another accredited institution towards the degree requirements for the EMBA. A grade of "B" or better must be earned in courses considered for transfer. In general, students can not transfer more than 25% of the credit hours required for graduation in any graduate program.

11. INCOMPLETE POLICY

Students who prove they have strong reasons for not completing a certain course may be allowed to petition for an incomplete grade using appropriate forms which must be approved by the course instructor and program director. In this case, the student is granted a grade of "I".

Students must arrange with the instructor and the program director to complete the pending work before the end of the following semester/trimester. In case the student fails to complete the required work, s/he will be automatically granted the grade assigned for the work already submitted.

The "Incomplete Form" is available at the Registrar's office and should incorporate the following information:

- 1- Reason for requesting to incomplete the course.
- 2- Pending materials and assignments required for course completion.
- 3- Tentative grade on the work already submitted.
- 4- Deadline for submission of incomplete work which must not be later than the end of the following semester/trimester.

12. VOLUNTARY WITHDRAWAL FROM COURSES

Students who wish to voluntarily withdraw from courses during the semester/trimester must get approvals from their instructors and program directors. If a student applies for withdrawal from a course(s) before the deadline for withdrawal without academic penalty, which is 15% of the course's contact hours, s/he gets a grade of "W" in that course(s). If the student applies for withdrawal from a course(s) after the above

mentioned deadline s/he gets grades of “WP” or “WF” in each course s/he withdrew from depending on his/her performance in that course.

13. COURSE RETAKE POLICY

A student who has completed a course may apply to retake it under this policy in the following cases:

- 1- The Student was granted a grade of “F” in the course.
- 2- The Student got a warning for unsatisfactory performance or showed unsatisfactory results on the evaluative test that might be imposed by the program director. In this case, the program director directs the students on the courses that need to be retaken.

If a student opted to retake a course according to this policy, only the grade received when retaking the course will be counted towards the student's GPA. The grade received during the first time the student took the course will show on his/her transcript, but will not count towards the student's GPA.

The student is allowed to retake the same course or a substitute course upon the approval of the program director.

14. VOLUNTARY WITHDRAWAL FROM THE PROGRAM

Students who wish to voluntarily withdraw from the program during the semester/trimester must get approvals from their instructors and program directors.

If the student applies for withdrawal before the deadline for withdrawal without academic penalty, s/he gets a grade of “W” in all courses during this semester. If the student apply for withdrawal after the above mentioned deadline s/he gets grades of “WP” or “WF” depending on his/her performance in each course.

Students who have withdrawn from a program and wish to apply for re-admission must do so in writing to the program director three months in advance of the semester they intend to resume their studies in. The application must explain their activities since leaving the program and the reasons for wanting to rejoin it. The director will then decide whether or not re-admission is granted based on the information submitted and the students' performance in the program before withdrawal.

15. RE-ADMISSION OF STUDENTS WITH ACADEMIC DIFFICULTIES

Students who were dismissed from the program because of academic difficulties may apply for re-admission if they had completed all the first-year courses with a GPA of 2.50 or higher. Students cannot be readmitted before two years have elapsed since their dismissal, nor after four years since that date. In exceptional circumstances the minimum period may be reduced to one year.

Students who were dismissed from the program because of academic difficulties in the second year may apply to be readmitted in the term following the one in which the difficulties arose.

The application for re-admission to the program must include a description of the professional activities performed since the withdrawal. Students must also make a compelling argument why should they be readmitted to the program. In any case, the student must take a re-admission examination and the program director and selected faculty members will then decide on the re-admission applications.

16. ACADEMIC INTEGRITY POLICY

Nile University, its faculty, staff and students value and adhere to the concepts of academic integrity and the highest level of academic and professional conduct. In their quest for knowledge, the university community must uphold high levels of integrity and ethical conduct in all its pursuits including teaching, learning, research and service.

Dishonesty in the pursuit of knowledge is not acceptable and includes, but is not limited to:

- a. Dishonest submission of documents for grade, examples: Plagiarizing reports/cases; Cheating on exams or assignments; Multiple submissions of the same work for grades; Fabrication of data or documents.
- b. Obtaining or attempting to obtain an unfair advantage, examples: Gaining access to exams; Stealing or destroying library or research materials; unauthorized collaboration on assignments; unauthorized retention or circulation of previous exams; Interfering with other student's work.
- c. Unauthorized access to records, examples: viewing or interfering with confidential computer records or programs or systems, releasing unauthorized information gathered.
- d. Aiding and abetting: providing material, information, or other assistance which violates Standards for Academic Integrity.
- e. Threatening, effecting or encouraging bodily, professional, or financial harm to faculty, staff, administrator or student.

The University reserves the right to take disciplinary action against the violating party(s) according to the principles/procedures shown below. An instructor has full authority to deal with an academic dishonesty incident within the context of his/her course. Disciplinary action in this case may cover the range from reprimand to "F" for the course grade. The instructor may also recommend suspension or dismissal from the University.

The instructor's action on incidents of academic dishonesty must be communicated to the student(s) involved; and to: the Dean/Program Director and the Vice Provost for Student Affairs within two weeks of the time the instructor became aware of the incident. All students involved in academic dishonesty will receive an official letter of warning from the Vice Provost for Student Affairs, a copy of which will remain in the students' file in the department as well as in the Student Affairs Office and/or the office responsible for monitoring academic integrity.

When a case of academic dishonesty is reported with a recommendation for

suspension or dismissal from the Instructor, the Vice Provost for Student Affairs will form an ad-hoc Academic Integrity Committee to investigate the case. The Committee will meet promptly to investigate the case and submit a recommendation to the Vice Provost. The Vice Provost will send his/her recommendation together with the Committee's to the Provost, who makes the final decision on the case.

Once the Academic Integrity Committee has given a hearing to the student and submitted its recommendations, no further appeal may be made unless substantial new evidence is presented to the Vice Provost for Student Affairs, who will evaluate the evidence and reopen the case if deemed necessary.

17. TRANSCRIPTS

Graduating or withdrawing students in good standing are granted one free transcript of their academic records.

III. TUITION POLICY

1. GENERAL

1. All students have to pay their tuition before or on the date* stamped on their acceptance letter¹.
2. Tuition payments for all programs are for the whole semester depending on the number of courses the student is registered for in that semester.
3. IDs will only be issued to students whose tuition payments have been completed. No students will be admitted to NU without valid IDs.
4. Students who plan to withdraw from the university or from a course must fill in a "Program Withdrawal Request" or a "Course Withdrawal Request", respectively, and get required approvals. These forms are available at the office of the Registrar. Only students who have approved withdrawals will be eligible for tuition refunds according to the policy below. Otherwise, students who do not withdraw officially from the university may get an "F" grade in the courses they have stopped attending and / or get dismissed from the university; and are not eligible for tuition refunds.

2. WITHDRAWAL FROM THE PROGRAM

1. If a student withdraws from a program before the first day of classes of a semester, 90% of the tuition fee paid this semester will be refunded, and 10% will be deducted as administrative fees.
2. If a student withdraws from a program anytime after the first day of classes of a semester and before completing more than 15% of the semester contact hours, the student will be refunded 70% of the tuition paid this semester. The remaining 30% will be deducted as fees.
3. Students who withdraw from a program after attending more than 15% of the semester contact hours are not eligible for any tuition refund for this semester.

3. WITHDRAWAL FROM ONE OR MORE COURSES

1. If a student withdraws from one or more courses in a program before the course(s) first day of classes, the tuition fee for this course(s) will be deferred to the following semester and will be considered partial payment for the courses the student registers for in the following semester.
2. If a student withdraws from one or more courses anytime after the course(s) first day of classes and before completing more than 15% of the course's contact hours, the deadline for course withdrawal without academic penalty, 70% of the tuition paid for this course(s) will be deferred to the following semester and be considered partial payment for courses the student registers for in the following semester. The remaining 30% will be deducted as fees.
3. Students who withdraw from a course after attending more than 15% of the course's contact hours are not eligible for any tuition refund.

* The date of the stamp will be two weeks from issuing the acceptance letter or the first day of classes whichever is sooner.