

### **Registration Requirements:**

1. The student who holds a bachelor's degree from Egyptian universities or those recognized by the Supreme Council of Universities is accepted to study in postgraduate programs.
2. The student fulfills the requirements of the academic department, if any, and obtains the approval of the relevant department.
3. The student completes the documents and forms required by the Graduate Studies Department.
4. The student registers the courses of his choice at the beginning of each semester, two weeks before the start of studies in the first and second semesters, and at least the first week in the summer semester, and the study schedule form is approved by the academic advisor and the department head.
5. The student is not allowed to register for a course that requires studying another previous course until after studying this other (previous) course and succeeding in it.
6. The student is not allowed to register a course without registering his co-requisite course, nor is he allowed to withdraw from any of the two concurrent courses alone.
7. The student approves his study schedule signed by the academic advisor after paying the registration fees and submits the study schedule to the Graduate Studies Affairs to register the courses on the computer.
8. The student is not considered registered in any course until after paying the educational charges within the scheduled dates.
9. The student can register in one semester for courses with a maximum number of credit hours of 16 hours, or courses with a minimum number of

hours of 9 hours, except for the summer semester, in which the student can register for a maximum of 9 credit hours, as it is permissible to open a summer semester lasting 8 weeks. After the approval of the University Council based on the proposal of the College Council.

10. The College Council may allow the student to exceed the maximum number of credit hours for registration for reasons of the student's graduation.
11. Students who miss the registration deadline for a maximum of the first three weeks of study with a compelling excuse accepted by the relevant department council, the graduate studies committee, and then the college council will be registered on the condition that they pledge to complete the academic subjects that were studied during the period in which they were not present.

**Stop registration and re-registration:-**

1. The College Council may, based on the proposal of the relevant department council and the college's graduate studies committee, stop the enrollment of a student enrolled in a degree (diploma - master's - doctorate) for a maximum of years and renewed annually.
2. Registration may be suspended for previous years in accordance with the Universities Regulation Law.
3. A student whose enrollment has previously been canceled may be re-enrolled in accordance with the regulations governing the Universities Organization Law and the internal regulations. Suspension of enrollment for a postgraduate student shall be in accordance with the controls decided by the University's Council of Graduate Studies and Research, and it is

required to be carried out before the end of the original period of enrollment or registration.

4. The suspension period is not counted among the periods specified in the program.
5. The College Council may, based on the proposal of the relevant department council, agree to suspend the enrollment of a student registered in postgraduate studies (Master's - Doctorate) in the following cases:
  - Medical cases and accompanying the husband or wife to travel abroad provided that the student submits proof of this.
  - Cases of recruitment to the armed forces and providing evidence of this.
  - Child care leave provided that a certificate approved by the employer for employees or the child's birth certificate is presented.
  - Training grants, official and national missions in which the student is sent through his employer, and other cases accepted by the College Council.
  - The student has the right to re-enroll at any time upon the expiration of the reason for suspension.
  - The diploma student is granted a maximum of two semesters after re-enrollment.
  - Doctorate and master's students are granted a maximum of four semesters after re-enrollment.

**Forming a committee to supervise scientific theses:-**

- The College Council approves the formation of a committee to supervise scientific theses for master's and doctoral students, consisting of (professor/assistant professor/lecturer) from the same specialty based on the proposal of the relevant department council and in accordance with its research plan and the approval of the Graduate Studies and Research

Committee, provided that the supervision committee includes a main supervisor from among the professors. Or assistant professors (for a doctoral dissertation, the main supervisor must have the rank of professor). He is assisted in supervision by teachers and assistant professors from the same specialty. The College Council may seek the assistance of an external supervisor from the corresponding colleges if necessary.

- In all cases, the number of supervisors does not exceed three for master's degrees and four for doctorates.
- It is not permissible for a faculty member to supervise dissertations submitted by one of his relatives up to the fourth degree by lineage or marriage, with this being applied to the arbitration committee.

### **Forming a committee to judge the thesis**

Based on the proposal of the main supervisor, the approval of the relevant department council, and the approval of the Graduate Studies and Research Committee, the College Council shall form a dissertation judging committee of three or four members. The selection of this committee shall be as follows:

- A- For the Master's degree, the committee consists of the main supervisor or supervisors with one voice, in addition to a member of the professors or assistant professors from the relevant scientific department or from within the college (internal examiner), in addition to another member (professor or assistant professor) from outside the college (external examiner).
- B- For the doctorate, the committee is composed of the main supervisor or supervisors with one voice and a member (professor or assistant professor) from inside or outside the university (external examiner).

C- The department may suggest a professor or assistant professor from foreign universities.

**Note:** A student may be re-enrolled if his enrollment was not canceled due to a disciplinary penalty one year after the enrollment was cancelled, and for one time, according to what was stated in the Universities Regulation Law.

### **Registration requirements for a master's degree in one of the nursing specialties**

**The following are required for those applying for a master's degree in nursing specialties:**

1. The student must have a bachelor's degree in nursing or a bachelor's degree in nursing sciences. The student must have at least a good grade in the specialty from one of the Egyptian universities or an equivalent degree from another scientific institute recognized by the Supreme Council of Universities.
2. Graduates who have a postgraduate diploma in the field of specialization are accepted with a grade of at least good, and the scientific department may add additional courses for those who have a diploma degree to apply for a master's degree.
3. The student must have an international TOEFL score of 500 or its equivalent (local very good), or a certificate of passing an English language course from a recognized center for 36 hours, or any other conditions applied by university councils.
4. The College Council may cancel registration in a major in which an insufficient number of students from abroad (less than five students) are enrolled, unless the applicants are members of the college's supporting staff.

5. The student's grade in the specialty subject must not be less than good.
6. The student must have practiced the nursing profession for a period of no less than one year after spending the training year (internship), and the student's employer must also have approved his enrollment to obtain a master's degree and devote himself to studying for applicants from abroad. For teaching assistants, he must have practiced work as a teaching assistant at the college for a full academic year.
7. A student transferred from another university is accepted, provided that some of the courses that the student studied and completed successfully with a grade of no less than C are among the requirements for obtaining the degree after the approval of the College Council and based on the proposal of the Department Council, provided that the total of the transferred credit hours does not exceed 30% of the total hours. The tuition required to obtain the degree must be calculated as the cumulative average for the courses so that the courses are not studied again.
8. The college may hold a personal interview for students applying to study a master's degree in nursing sciences.
9. Implementing the rules and regulations issued by the Expatriates Administration and the Supreme Council of Universities.

**Requirements for admission to a doctoral degree in nursing specializations:-**

1. He must have a master's degree in nursing sciences or a master's degree in nursing with at least a good grade from one of the universities in the Arab Republic of Egypt or another equivalent academic degree recognized by the university.

2. To continue studying and researching for at least two years in accordance with the provisions of the internal regulations.
3. To devote himself to studying at the college for at least one year.
4. The student must have an international TOEFL score of 500, an international IELTS 6, or its equivalent (very good local), or a certificate of passing a 36-hour English language course from a recognized center, or any other conditions applied by university councils.
5. The college may hold a personal interview for students enrolled in the program.

**Requirements for granting a doctoral degree:-**

1. Success in semester courses provided that the cumulative GPA is at least 2.00 (C).
2. Acceptance of the dissertation from the judging committee and recommendation to grant the degree.
3. Successfully passing the comprehensive final exams with a grade of no less than 2.00 (C).
4. The student publishes one or more papers from the dissertation in a scientific journal approved by scientific committees, or publishes one issue of a paper in an international journal with an impact factor. The student may submit evidence of acceptance for publication in an international journal.

**Registration requirements for obtaining a professional master's degree in nursing specializations:-**

1. The student must have a professional-technical bachelor's degree in nursing, a bachelor's degree in nursing sciences, or a bachelor's degree in nursing from one of the recognized universities or institutes, or an equivalent degree

from another scientific institute recognized by the Supreme Council of Universities.

2. He must have a good grade or a diploma in the specialty with a grade of very good or B from one of the universities in the Arab Republic of Egypt or an equivalent degree from another scientific institute recognized by the Supreme Council of Universities.
3. The student must have an international TOEFL score of 500 or international IELTSs of 6 or their equivalent (very good local) or a certificate of passing an English language course from a recognized center for 36 hours or any other conditions applied by university councils.
4. The College Council may cancel registration in a major in which an insufficient number of students from abroad (less than 5 students) are enrolled.
5. He must have practiced work in the nursing profession after graduation for at least one year after passing the training year (excellent).
6. Employer approval.
7. A student transferred from another university is accepted for the degree after the approval of the College Council and based on the proposal of the Department Council, provided that the total credit hours transferred do not exceed 30% of the total academic hours necessary to obtain the degree, provided that they are calculated in the cumulative grade point average so that he does not study the courses again.
8. The college may hold a personal interview for applicants.
9. Implementing the rules and regulations issued by the Expatriates Administration and the Supreme Council of Universities.



**Requirements for obtaining a professional master's degree in one of the nursing specialties:-**

1. Fulfilling all college and university requirements required by the Graduate Studies Administration.
2. Successfully completing all courses, provided that the cumulative average for the courses is not less than 2.00 GPA and submitted with a published research from the research project in scientific journals recognized by the Supreme Council of Universities, and the university's name is placed on the research.
3. At least one academic year has passed since the start of registration and successfully passing the classes, as well as the innovative or development project and success in it.
4. The master's certificate indicates the specialization and title of the innovative-development project.

**Acceptance requirements for the professional doctorate program in nursing specializations:-**

1. It is announced that admission to the doctoral degree will be opened during the months of May to August of each year or according to the university's decisions.
2. He must have a professional master's degree in nursing, a master's degree in nursing sciences, or a master's degree in nursing, with a grade of at least good, from one of the universities in the Arab Republic of Egypt, or another equivalent academic degree recognized by the Supreme Council of Universities.
3. To continue studying and researching for at least two years in accordance with the provisions of the internal regulations

4. To devote himself to studying at the college for at least one year.
5. The student must have an international TOEFL score of 500, or 6 IELTS (international), or its equivalent (local, very good), or a certificate of passing an English language course from a recognized center for 36 hours, or any other conditions applied by university councils.
6. The College Council may cancel registration in a major in which an insufficient number of students from abroad (less than (5) students) are enrolled.
7. Employer approval.
8. A student transferred from another university is accepted, provided that some of the courses that the student studied are successfully completed with a grade of no less than C among the requirements for obtaining the degree after the approval of the College Council and based on the proposal of the Department Council, provided that the total of the transferred credit hours does not exceed 30% of the total hours. The tuition required to obtain the degree is calculated in the cumulative average of the courses so that the courses are not studied again.
9. The college may hold a personal interview for applicants.
10. Implementing the rules and regulations issued by the Expatriates Administration and the Supreme Council of Universities.

**The student is granted a professional doctorate degree in one of the nursing specialties after:-**

1. Passing the courses in the six semesters of study, provided that the cumulative grade point average is at least 2.00 (C).
2. Success in the research project, acceptance of the research project by the arbitration committee, and recommendation to award the degree.

3. Successfully pass the comprehensive final exams with a grade of no less than 2.00 (C).
4. The student publishes one or more papers from the dissertation in a scientific journal approved by scientific committees, or publishes one issue in an international journal with an impact factor. The student may submit evidence of acceptance for publication in an international journal.

**Requirements for registration in the innovative project:**

The student is required to register in one of the research projects for the professional master's or professional doctorate programs in nursing based on the following:-

1. For a professional master's degree: successfully passing the courses limited to three semesters or passing the second semester, provided that the cumulative GPA is not less than 2.00 GPA.
2. For a professional doctorate: successfully passing the courses limited to four semesters or passing the semester.
3. The student should choose a topic related to the specializations he studied and characterized by innovation and development. The field of research is determined by each college, for example, research and development projects - evidence-based practice projects using PICO.
4. The field of research in a professional master's degree must differ from the field of research in a professional doctorate.
5. The student submits an innovative project to develop nursing care programs and protocols and prepares a research plan for the topic of the innovative/developmental project.

6. The supervisor, the relevant department council, the college's scientific research ethics committee, and the graduate studies committee must approve the research plan prepared by the student.

**Stopping the registration at the stage of the innovative/developmental project:-**

If the student has compelling circumstances that prevent him from continuing and progressing in the innovative/developmental project, he may submit a request to suspend enrollment for a period of one semester or more as required by his circumstances. In all cases, the College Council has the authority to evaluate those circumstances and then recommend acceptance or rejection. Requesting a suspension and specifying the duration of suspension of registration. A decision shall be issued by the College Council in this regard. In this case, the duration of the suspension is not calculated from the period specified for the project phase.