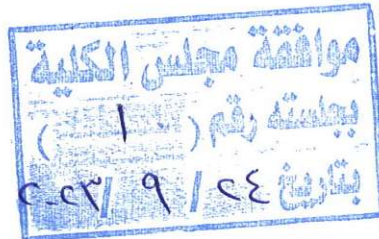


Student Guide

Faculty of Business administration

Academic Year 2023/2024



Welcome to faculty of Business Administration

Accredited Faculty

The National Authority for Quality Assurance and
Accreditation of Education “NAQAAE”



جيل جاهز لبكرة
أفضل خبرة عملية مع أحدث برامج المحاكاة
في كلية
إدارة الأعمال
بجامعة النهضة بني سويف

التحق الآن
19206

أول وأخير جامعة خاصة بالمعيد منذ ٢٠٠٧

Welcome to business administration
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Dean word

Dear students.....,



Welcome to the Faculty of Business Administration at the prestigious Nahda University, which is one of the most prominent beacons of the renaissance of science in Egypt.

The College of Business Administration strives to provide its students with the resources and support they need throughout this important stage of their lives, giving them competitive advantages that make them more prepared and qualified for the labor market, by offering distinguished educational programs in partnership with the most prestigious American universities.

Within the framework of achieving integration between the Faculty of Business Administration as an educational institution and the competent professional institutions, the faculty seeks to achieve the quality of the educational process and link it to reality, the faculty has concluded a number of partnerships and training protocols with the Egyptian Exchange and a number of banks, in addition to establishing an entrepreneurship center aimed at devoting the idea of entrepreneurship among the college's graduates. We are committed to providing a solid foundation in business and management within a hands-on, sustainable management, big data analysis, experiential learning environment with small classes and opportunities to co-operate or intern with major corporations throughout the region and to work with startup companies to learn about new trends in management and entrepreneurship.

My faculty colleagues and I welcome you to explore our faculty. We are confident you will be inspired by what you see!

Sincerely,

Prof. Dr. Ahmed Fathy Al-Khadrawi
Dean of Faculty of Business Administration, NUB

Vision, mission, and strategic goals

Vision:

To be a distinguished and pioneering College of Business Administration in its field, achieving a competitive position in providing educational services and scientific research in a contemporary manner, and to be an initiative in community service in order to achieve sustainable development plans at the local and regional levels."

Mission:

The College of Business Administration offers educational programs and methods that keep pace with the requirements of the times to prepare graduates who are qualified cognitively, skillfully and behaviorally in line with the requirements of the labor market, develop their entrepreneurial thinking, and provide the appropriate climate as a research and advisory center to meet the needs of society and the environment within the framework of sustainable development and Egypt's strategy 2030

Strategic goals:

The college is working to achieve the following goals:

1. Raising the efficiency of administrative and academic performance to provide high-quality educational services.
2. Developing a modern and advanced educational infrastructure.
3. Providing modern educational programs and developing existing programs to qualify students for the labor market personally, skillfully and behaviorally.
4. Increasing the effectiveness of student services and supporting graduates.
5. Increasing research production in accordance with Egypt's vision for sustainable development 2030.
6. Offering various programs for postgraduate studies that meet the needs of beneficiaries.
7. Activating community participation and meeting the needs of the surrounding environment.
8. Activating the activity of the Entrepreneurship Center as a training and advisory unit for those wishing to lead their own projects inside and outside the university

Acceptance and registration

Acceptance conditions:

Students' nomination to the faculty is according to the acceptance conditions and regulations set by the supreme council of private universities and the university council.

The faculty accepts the following qualifications:

- The high school of both scientific and literary sections or any equivalent.
- The student has to pass the medical examination, which should prove that he/she is free from any contagious disease and fit to study in the faculty.

Students transfers:

It is allowed to transfer the students into the faculty from other equivalent or inequivalent faculties or higher institutes in the graduation year only in case the student has earned the minimum score required to join the faculty without conflict with the rules and regulations set by the supreme council of private universities and the university council.

The transfer from other faculties and institutes:

It is allowed to transfer the students registered in any other faculty or institute into the faculty from other equivalent or inequivalent faculties or higher institutes. This is doable only if the student has earned the minimum score required to join the faculty in his year of his graduation from the high school or in the admission year whichever is best for the student. Along with the consent of the faculty dean and without conflict with the rules and regulations set by the supreme

council of private universities and the university council. In this case, the student's registration would be at the academic level that matches the number of the credit hours approved in his new academic transcript.

Accepting the students exceeding the maximum limit of fails:

It is allowed to accept the students who have exceeded the maximum limit of fails into the faculty according to the following rules:

- If the student has earned the minimum score required to join the faculty in his year of his graduation from the high school or in the admission year whichever is best for the student.
- The student's registration would be at the academic level that matches the number of the credit hours approved in his new academic transcript.

Students transferring from the military faculties:

It is allowed to accept the discharged students from the military faculties or the police academy if they are not discharged for disciplinary reasons. Also allowed to accept the discharged students for exceeding the maximum limits of fails and register them at the academic level that matches the number of the credit hours approved in his new academic transcript. This is doable only if the student has earned the minimum score required to join the faculty in his year of his graduation from the high school or in his discharging year or the admission year whichever is best for the student.

Enrollment and re-enrollment:

It is allowed to enroll and re-enroll the students in the following cases:

- The freshman who has not complete his enrollment procedures for an acceptable excuse.
- The enrolled student who withdrew from the faculty and presented an excuse.
- The student who did not apply to any faculty in the year of obtaining his high school certificate or what's equivalent.
- In all means, any year spent by the student without being enrolled in any faculty is considered a year of fail.

Registration:

Studying in the college in the credit hour system and not years the tables attached to these regulations show the study materials, the distribution of their compulsory and elective courses at the different academic levels, the number of credit hours for each course, as well as the distribution of courses as a typical model between the four levels of study from the first level to the fourth level, as well as the brief description of the content of each course.

The College Council may, after taking the opinion of the competent department council and according to the nature of the courses, decide to teach one or more courses in the hybrid education style, so that the study in the course is 50% face-to-face 50% in the distance education system, or any other percentage, provided that this is presented to the Education and Student Affairs Council at the university for approval and submission to the University Council for approval.

The councils of the competent departments determine the scientific content of each course and a decision is issued by the College Council in light of the continuous development of courses in accordance with the new scientific and technological additions and may not modify the scientific content of any course only after studying at least three semesters and reviewing the scientific content in specialized committees every period not exceeding five years after being approved by the competent committees of the Supreme Council of Private Universities

Courses are taught in accordance with standard systems and advanced systems using modern technological communication techniques (distance learning) in order to improve the educational process and provide it according to the nature of the course and the capabilities and needs of students.

Duration of study

The duration of the typical study in the college is four university years in order to obtain a bachelor's degree according to the credit hour system (8 semesters), and the distinguished student can finish his study program in three and a half years (7 semesters) and the summer semester is not counted among them.

Language of study

Arabic and English are the languages of instruction in the college and there are two sections of study, a division in Arabic and a division in English, and the exam is performed in the language in which the course is taught. The Dean of the College may, in special cases, authorize the student to answer in another language after taking the opinion of his academic advisor.

- In the case of studying in the Arabic Language Division, the College Council determines the courses that are studied in English in each study program.

Academic Year & Semesters

The academic year consists of the following semesters:

- First semester.
- Second semester.
- Summer semester (third) which is optional for both the student and the college.

The duration of each of the first and second semesters is (16) academic weeks, including exams. As for the summer semester, its duration is (8) academic weeks with double hours, including exams.

The student's academic level

Students enrolled in the university are classified into study levels (first level, second level, third level, fourth level, etc.) based on the total number of credit hours successfully completed by the student. The levels of study are as follows:

- First level: less than 30 credit hours.
- Second level: from 30 credit hours to less than 60 credit hours.
- Third level: from 60 credit hours to less than 90 credit hours.
- Fourth level: from 90 credit hours or more.

Academic Advising

Each student shall have an academic advisor who shall plan his study program, supervise its implementation, follow up its performance, and help him solve his academic problems from the beginning of his enrollment until his graduation.

Academic Load

The academic load is the total credit hours that a student is allowed to register in one semester so that it is:

- A- The minimum number of credit hours that the student is allowed to register in both the first and second semesters is (12 credit hours) and may be reduced for the student based on the recommendation of the academic advisor and the approval of the head of the department council and the dean of the college if he has an acceptable excuse in cases of graduation or stumbling and with the approval of the University Council.
- B- The maximum number of credit hours that the student is allowed to register in both the first and second semesters (16 credit hours) and may be increased to (18 credit hours) for students who achieve a high cumulative average of not less than 3.3 points or for graduation cases
- C- The student may register three additional credit hours for the maximum in the following cases:
 - If his/her GPA is (3.3 or higher).
 - The student must be at the second level of study or higher.
 - If his graduation depends on it.
- D- For the summer semester, the maximum number of hours that the student is allowed to register is (7 credit hours) and this limit is increased to (9 credit hours) for graduation cases only.

Registration

The student must register for the semester according to the university calendar determined by the University Council after taking the opinion of the colleges and the Admission and Registration Department, as well as other considerations

affecting the preparation of the appropriate calendar, based on the approval of the academic advisor and the head of the scientific department council and the approval of the dean of the college or his authorized representative.

The university prepares the annual university calendar and announces it to students and various entities of the university as well as on the university's website on the Internet. The University Council also determines the fees for late registration for the announced registration schedule if the student is allowed to do so.

Early and late registration

The annual calendar of the university determines the beginning of students' registration for courses before the beginning of the semester, and students may register during the first week of the start of the study subject to the approval of the academic advisor and the head of the scientific department council.

The Dean of the College may also approve the registration of the student before the end of the second week of study if he accepts the student's excuse for the delay and after the approval of the academic advisor and the head of the Scientific Department Council.

In the event that the student applies for registration after the beginning of the semester, the student will be charged with the late registration fee determined by the University Council.

Prerequisite

The prerequisite is a course that is required to be completed to study a subsequent course and the following conditions apply:

- A student may not study a course before studying his prerequisite.
- A student may not register a course in conjunction with his prerequisite unless he has studied the prerequisite as success or failure or his graduation depends on that, after the approval of the academic advisor and the head of the department council and the approval of the dean of the college or his authorized representative.

Add and Drop

1. After the approval of the academic advisor, the student can add one or more courses during the first and second week of the start of the study, taking into account the maximum semester load.
2. The student may delete one or more courses from his registration after the approval of the academic advisor and the course professor during a period not exceeding the end of the fourth week of the start of the study, taking into account the minimum semester academic load, in which case the courses he deleted are not registered in the student's academic record.
3. The student may withdraw from registration in one or more courses with an excuse accepted by the College Council after the fourth week until the end of the tenth week, taking into account the minimum semester academic load, and in this case the courses that have been withdrawn from are registered in the student's academic record with a grade of withdrawn W.

Dropping out of school

A student is considered to have dropped out of school if he does not register for a semester or withdraws from all courses he registered during the semester. The student can drop out of study for a period not exceeding three semesters with an excuse submitted before or during the semester accepted by the College Council, after which the study will continue. The student shall be dismissed if he interrupts four semesters without an excuse acceptable to the College Council. The student shall not be dismissed without the approval of the College Council and the President of the University. In all cases, the student pays a registration endowment fee determined by the University Council.

Re-study the course

The student can re-study a course to raise his grade in it for one time, and the highest grade is calculated in the cumulative average without a change in the number of credit hours completed. The maximum number of credit hours that can be re-studied in this case is (12 credit hours).

In case that a student re-studies a course in which he fails, the first failure grade is not counted in the cumulative average if he succeeds in the first repetition

Improving GPA for graduation

Improvement courses are registered for students who wish to do so, under the following conditions and controls:

- Improvement courses may be registered during the first semester within a maximum of 3 hours 6 hours during the two semesters, provided that the student has passed the hours of the level (second 30 - third 60 - fourth 90).
- The student must have previously taken the exam of the course to be improved and passed in it.

- The student must have previously taken the exam of the course to be improved and passed in it.
- Courses are re-registered for improvement in courses with a passing score of less than 65% (C-).
- The number of courses to be improved should not exceed 4 courses, equivalent to 10% of the total hours required for graduation (122 hours).
- It is not permissible to register improvement courses during the first semester for students who did not pass the hours of the level (second 30 - third 60 - fourth 90), but rather registered as a listener to be examined in the summer semester or deducted from the academic load in the sense of registering failure courses first and the courses taught and offered in the first semester and a prerequisite.
- The grade of the course is monitored as it is without modification.
- The student's highest grade remains in the student's record and the other grade is not considered and therefore is not included in the calculation of the semester or cumulative average.

Listening course

The student may, with the approval of the academic advisor and the dean of the college or his authorized representative, study one or more courses listening. In this case, the credit hours of the course are included in the calculation of the academic load and the grade of "listener" is granted, and the course is not included in the calculation of its semester or cumulative average.

Rules of attendance and absence

The percentage of attendance times the student from any course should not be less than 75% of the number of theoretical, practical or applied hours of the course during the semester. In the event that the student exceeds the absence rate of 25% of the total hours of the course, the student is considered a failure in it, unless this absence is with an excuse accepted by the College Council after taking the opinion of the competent scientific department council, in which case the student is considered withdrawn from the course and must re-register it.

Examination Procedures

Exams are conducted in light of the general rules and procedures determined by the University Council for holding exams, including setting the exam, correcting the answer booklets, monitoring, determining the total grades and assessment in the course, announcing the result, etc.

The College Council may, after taking the opinion of the competent department council and according to the nature of the courses, decide to hold the exam electronically in one or more courses, and the exam may be held in all or part of the course to allow it to be corrected electronically, provided that this is presented to the Education and Student Affairs Council at the university for approval and submission to the University Council for approval.

Absence from exams

1- If the student is absent from the mid-term exam with an excuse accepted by the Dean of the College based on what he submitted, which proves his excuse within a week from the date of the exam, the Dean or his authorized representative, in coordination with the Chairman of the Department Council, shall arrange for a compensatory exam for the student.

2- Every student who is absent from the final exam with an excuse accepted by the College Council shall amend his grade from absent to incomplete, provided that the excuse is submitted within a week from the date of the exam. The provisions of completing the course requirements for an incomplete grade shall be applied in these regulations, provided that the course professor acknowledges the student's seriousness and obtains the necessary grade to succeed in the semester work and does not exceed the permissible absence rate.

Student Evaluation System

The final grade for each course is the total number of the student's grades in the semester work, practical exams, mid-term exam and end-of-semester exam, and the student's work is evaluated continuously during the semester in addition to the last semester exam, and the semester work represents part of the final degree and is represented in periodic exams, theoretical and practical exercises, research and regularity, while the last semester exam constitutes 50% of the final grade at most

Grade Distribution					Grade
Total	Final exam	Practical Exam	Course work	Mid-term exam	
100	50	-	25	25	

The student fails the course in the following cases:

- The student was absent from the final exam.
- If the student obtains less than 30% of the final written exam score.
- If he obtains less than 50% of the total grades of the course.

Results Approval

The College Council approves the results of the semester exams, the University Council approves the results of the final exams to obtain a bachelor's degree and higher university degrees, and graduates are issued for college graduates signed by the Dean of the College after the result is approved by the University Council.

Rules for grievances against the final result, the mechanism of grievances and the announcement of the result of grievances

- The college administration advises students to follow up their academic progress with the subject professor throughout the semester so that they do not experience surprises with the appearance of the result and so that they can correct their course in time.
- Taking into account the provisions of Article (30) of the College Regulations, which reads:
" The student fails the course in the following cases:
- The student was absent from the final exam.
- If the student obtains less than 30% of the final written exam score.
- If he obtains less than 50% of the total grades of the course.

The following is done with regard to student grievances:

1. After the announcement of the results by the Dean of the Faculty, a timetable is made for the start of receiving grievances within two days, starting from the working day following the day of the announcement, and informing the university's financial affairs of this to receive the prescribed fees, and announcing this to students on the college's bulletin board and on the college website and the university's website (Yammer)
2. Grievances are received by the Secretariat of the Office of the Dean of the Faculty, by filling out the grievance form at the Secretariat of the Dean of the Faculty, then the student pays the fees in the university treasury, and the form is prepared after filling it out and a copy of the receipt for payment of the prescribed fees to the Office of the Secretariat of the Dean of the College
3. The committee issues a report on the results of the grievances and announces it after being signed by the members of the committee and approved by the Dean of the Faculty.
4. The student's grade is corrected - if necessary, according to the report - through the college and student affairs control, and the grade is corrected on the portal
5. The report of the Grievance Committee is announced in Yammer and on the college bulletin board.
6. Students are informed of the result of grievances by phone through the Secretariat Office of the Dean of the Faculty, and the student's reaction is recorded to know his satisfaction with what has been done regarding the grievance, its result, and the mechanism of grievances

Student's performance ratings in the course

At the end of the semester, the student's performance in each course is based on the following grades.

- 1- Estimates included in the calculation of the student's cumulative average.
 - A grade of (A), which represents "excellent" and the student is given (4) points.
 - A grade of (A-) represents "excellent" and the student is given (3.7) points.
 - A grade of (B+) represents "very good high" and the student is given (3.3) points.

- A grade of (B) represents "very good" and the student is given (3) points.
- A grade of (B-) represents "very good low" and the student is given (2.7) points
- A grade of (C+) represents "good high" and the student is given (2.3) points.
- A grade of (C) represents "good" and the student is given (2) points.
- A grade of (C-) represents "good low" and the student is given (1.7) points.
- A grade of (D+) represents "high acceptable" and the student is given (1.3) points.
- A grade of (D) represents "acceptable" and the student is given one point.
- Grade (F) represents "Fail" and the student is not given any point

The following table shows the corresponding grade grades:

Percentage	Point	Grade
100 – 95	4	A
95 – 90	3.7	A-
90 – 85	3.3	B+
85 – 80	3	B
80 – 75	2.7	B-
75 – 70	2.3	C+
70 – 65	2	C
65 – 60	1.7	C-
60 – 55	1.3	D+
55 – 50	1	D
Less than 50	0	F

2- Grades that are not included in the calculation of the student's GPA

- Grade (I) represents "Incomplete".
- Rating (W) represents "withdrawn".
- Estimate (AU) represents "listening".
- Estimate (IP) represents "continuous".

Incomplete Course

If the student is unable to, and in the narrowest limits, not complete the academic requirements for a specific course by the end of the semester, the student is given an "incomplete" grade, and the person teaching the course, after the approval of the college administration, fills out an incomplete form specifying the reason or reasons for giving him this degree and the assignments that the student did not complete and what is required to complete the course and modify the grade.

The student must complete what was requested of him before the end of the late registration period for the next semester, otherwise he will receive a grade of failure in the course. Also, the hours of the incomplete course are not counted within the hours of the academic load for the semester in which it is completed if it is one course, but if it is more than one course, the credit hours are counted within the semester load.

Graduation courses, offering and /or conflict

If a student's graduation stops on a course that is not offered from the semester in which he graduates or conflicts with a compulsory course offered in the same semester, he may be studied self-study with the course minutes after the approval of the academic advisor, the head of the department council and the dean of the college, and the evaluation system is applied for the student's performance in the course approved by the head of the department council and includes conducting the exams in force in the course and other scientifically completed.

Student GPA Grades

In order for a student to graduate and obtain a bachelor's degree, the student must pass the number of credit hours prescribed in his study program with an acceptable cumulative average. The student's GPA estimates are as follows:

- A grade represents "excellent" if the overall GPA is (4) points.
- A grade of (A-) represents "excellent" if the overall GPA is (3.7) points to less than 4 points.
- A grade of (B+) represents "very good" if the overall GPA is (3.3) points to less than 3.7 points.
- A grade of (B) represents "very good" if the overall GPA is (3) points to less than 3.3 points.
- A grade of (B-) represents "good" if the overall GPA is (2.7) points to less than 3 points.
- A grade of (C+) represents "good" if the overall GPA is (2.3) points to less than 2.7 points.
- A grade of (C) represents "acceptable" if the overall cumulative average is (2) points to less than 2.3 points.

- UP, which represents "under academic probation" if the GPA is less than two points

The student is awarded the first honors degree upon graduation if he obtains a general cumulative average of (3.7) points at least and obtains a second honors degree if he obtains a general cumulative average from (3.3) points to less than (3.7) points during the period of his study.

Field Training

The student performs the field training determined by the college for a period of eight weeks in the fields related to the student's specialization, after completing the second semester exams at the third level, and passing this training is considered a condition for graduation.

Honor List

- The student's name is placed in the honor list of the dean of the college if his average in the previous semester is not less than (3.3 very good at least) and he has recorded the maximum academic load without failing in any course.
- The student obtains a first honors degree if he graduates with a general cumulative average of (3.7) points and a second honors degree if he graduates with a general cumulative average of not less than (3.3) points and less than (3.7) points.
- Record in the student's record a statement indicating his status in the honor list of the dean of the college and the honors he obtained upon graduation

Academic Probation

1. The student shall be warned academically if he obtains a cumulative average of less than (2.00) in any semester except for the first semester of his enrollment in the university and the summer semester.
2. The student must remove the effect of the academic warning within a maximum period of two semesters from the date of the warning in order to raise his cumulative average to (2.00) or higher.
3. The summer semester is not considered a semester for the purpose of warning the student
4. The academically probed student is allowed to register (a minimum of 9 credit hours and a maximum of 12 credit hours in both the first and second semesters).
5. The academic advisor shall determine the appropriate academic load for the student, follow up his academic progress during the semester, and take the necessary measures to guide him to remove the effect of the academic warning.
6. The student avoids being dismissed from the major, college or university, as the case may be, if the academic warning is not removed if he obtains in the first semester and the second semester following the warning an average of (2.00) in each.
7. The student shall be notified of his placement on the academic warning by a registered letter on his address of residence registered in his file explaining his academic position and what he should do in consultation with his academic advisor.

Change of Major

The student can change his major based on his desire or by an administrative decision from the university after taking the opinion of the competent authorities as long as he has not successfully completed the credit hours required to complete the third level. The change requires the acceptance of the department council that offers the desired new specialization and the competent college council, and the degree requirements set out in the regulations are applied to the student in the year of approval of the change of major. In special cases, and when necessary, the specialization can be changed at the beginning of the student's fourth level and with the approval of the university president.

Dismissal from college or major

1. The student shall be dismissed from the college or specialization if he fails to raise the academic warning within the specified period, with the exception of the student enrolled in the last level of his study program.
2. A student who is dismissed from the college or major may transfer to another major in the same college according to the applicable transfer conditions, and if he is not accepted according to the conditions of transfer, he will be dismissed from the college.
3. The scientific department supervising the specialization to which he is transferred shall calculate the credit hours studied in his previous specialization that fall within the study program in his new specialization and prepare a new academic record for him while maintaining the previous record

Re-enrollment of the student in the college

If the student is dismissed and canceled his enrollment in the college due to exhausting the opportunities allowed to obtain the cumulative GPA2, with the approval of the College Council, after taking the opinion of the academic advisor and the Department Council, he can be re-enrolled in the college as a student from abroad with the attendance of

practical and applied exercises. The re-enrollment shall be a maximum of three semesters in what the student failed, provided that the student pays the full cost of his study in the courses in which he is registered and the re-enrollment fee determined by the University Council, provided that he turns into a regular student again when the reason for his dismissal from the college is no longer available, as well as the academic load of the student from abroad who is re-enrolled may not exceed the minimum academic load and the subjects in which he failed.

Student Special Cases

A person may be considered a student in special cases in order to allow him to develop his professional, private or public skills and knowledge by studying courses offered by the university or to study courses with the aim of transferring them to his study program in a college or higher scientific institute in which he is enrolled outside the university and with the approval of the authority in which he is enrolled to study. The student of special cases is not considered a student enrolled in the university and is not allowed to study all the requirements of a study program offered by the university but a limited number of courses.

The University Council determines the conditions for allowing the placement of a student in special cases, the system of study that applies to him, tuition fees and fees, and other organizational matters.

Scholarships

The University grants scholarships to outstanding students and students who face special emergency circumstances in accordance with a specific system determined by the University Council and approved by the Board of Trustees.

Disciplining Students

The provisions contained in the Universities Organization Law No. 49 of 1972 and its executive regulations and their amendments shall apply to disciplining students.

Withdrawal from the university

The student can leave the college for any reason and withdraw his file in it, and the University Council determines the rules for dealing with tuition fees and fees related to this matter.

Requirements for obtaining a bachelor's degree in a specialty other than the one in which the student graduated from the corresponding college or colleges:

A graduate who has obtained a bachelor's degree in a specific specialization (accounting - business administration - marketing ... etc.), or one of the other disciplines granted by the corresponding colleges to apply for admission to the college to obtain a bachelor's degree in another specialization, under the following conditions:

- The student must be a graduate of the college or one of the corresponding colleges from Egyptian or foreign universities recognized in the Supreme Council of Egyptian Universities or its equivalent.
- A clearing is made between the courses that will be studied in the specialization in which registration is required and the courses studied by the student in the bachelor's degree obtained, and the student is registered in the courses according to what was stated in the clearing and this can be completed in two semesters or more.

Study Programs

Based on the recommendation of the competent council of the college and the approval of the university council, the university grants a bachelor's degree in one of the following disciplines:

- Bachelor of Business Administration.
- Bachelor of Accounting.
- Bachelor of Marketing and E-Commerce.
- Bachelor of Banking and Capital Markets Management.

To obtain a bachelor's degree in one of the disciplines, the student must successfully pass 122 credit hours.

Upon the approval of the competent authorities, the college offers postgraduate programs (diploma, master's degree and doctoral degree) in the various disciplines offered by the college.

The university awards the degree based on the recommendation of the College Council and the approval of the University Council, and the departmental councils determine the number of credit hours required to be successfully completed.

General structure of the study program

The general structure of the bachelor's program consists of a set of courses, each of which has a certain number of credit hours, and this group includes the pillars of the program that are integrated in qualifying the student with the required

skills and knowledge, which are university requirements, college requirements, major requirements, minor specialization, and free choices.

The following is an illustrative table of the general structure of the undergraduate program:

Number of credit hours	Courses	Term
14	University requirements courses	First
60	Faculty course requirement	Second
	Core courses	
	Elective courses	51-hour 9 hours
33	Major Requirement	Third
	Core courses	
	Elective courses	24 hour 9 hours
12	Minor requirements	Fourth
	Core courses	
	Elective courses	6 hours 6 hours
3	Free Course	Fifth
122	Total No. of credit hours	

Number of credit hours :Theoretical 122 Practical 0 Total 122

Academic Programs

Bachelor of Business Administration.

Why is It Unique?

The Department of Business Administration was established in the first semester of the 2006-2007 academic years and began to offer a bachelor's degree in business administration since its establishment. The department is keen on excellence in teaching and scientific research to qualify its students with theoretical knowledge and practical application to meet the needs of the dynamic labor market locally and internationally.

The department also provides qualified cadres to provide training and consulting services in various fields of business management for the public and private sectors locally and internationally.

The Vision:

The Department of Business Administration aspires to be a pioneer in the field of education, scientific research and community service in line with the vision of the university and the college, and commensurate with the needs of the labor market.

The mission:

The department seeks to provide a scientific and professional environment with high quality in its specialties by attracting the highest competencies in the fields of education, training, consultancy and scientific research. In a manner that leads to the qualification of graduates with a high level of specialization and professionalism, and excellence in knowledge and basic skills that enable them to obtain their opportunities in the labor market meritoriously.

The Objectives:

- Providing students with the necessary understanding of business management from both theoretical and practical perspectives.
- Preparing students to pursue their higher studies.
- Rehabilitation and development of graduates of the department and provide them with the basic skills and knowledge that enable them to practice their professional life at the highest levels of professionalism.
- Adopting the principle of quality in enhancing the basic knowledge of students in the field of business administration.

Bachelor of Accounting:

Why is It Unique?

The accounting department introduces a complete academic plan represented in 122 credit hours that consists of various courses in various areas on the scale of the department, faculty, and university. These courses seek to provide the student with the needed knowledge, skills, and practical experience to be able to enter the labor market in the different administrative positions in the different institutions of both the public and private sectors. Also in the training and consultation and auditing.

The plan approved by the department focuses on improving the student's skills in the field of accounting using the computer, English language, and scientific research. As there are, some courses introduced in English and studied in computer labs using specialized professional accounting software.

The Vision:

To be the preferred choice in teaching accounting and scientific research for students and Faculty Members.

The mission:

Providing excellent accounting education for students who can successfully compete in the market and pursue their higher studies, and provide the appropriate environment conducive to scientific research in the field of accounting.

The Objectives:

- To provide students with the necessary understanding of accounting in both theoretical and practical terms.
- Prepare students to work in different fields of business.
- Preparing students to pursue their higher studies.
- Developing the skills of continuous education and community service for students.
- Developing scientific research in the field of accounting for both students and faculty members.
- Community service.

Bachelor of Marketing and E-Commerce:

Why is It Unique?

Marketing is a specialized scientific field aimed at providing students with the necessary skills and knowledge to enable them to deal effectively with the reality of the pension in the modern business environment and the developments and developments in the field of marketing. The Department of Marketing offers its students an integrated study plan of 122 credit hours, including materials in various fields at the university, college and department levels. The department provides students with the necessary knowledge and skills for the needs of the labor market, especially in English language skills, computer use and scientific research. The students also perform field training in companies working in different business sectors, the feedback received by students from this field training helps to review and update our academic programs. Graduates in this specialization can work in various fields of specialization in public and private sector institutions that carry out their traditional and electronic marketing activities.

The Vision:

To be the center of excellence and excellence in providing a distinctive educational experience for marketing students locally and regionally.

The Mission:

Providing a unique educational experience for students through the development of modern curricula in various marketing fields, taught by competent professors and working on the graduation of active models of graduates to the labor market.

The Objectives:

- Providing students with the required skills and knowledge to understand the theories related to different marketing fields.
- Enabling students to develop a wide range of practical skills in marketing.
- Graduation of his application technically and intellectually qualified to build a distinguished business life in the field of marketing.
- Qualifying students to deal with marketing issues related to the real labor market.
- Motivating students to work hard and self-motivated and desire to excel in a way that enables them to achieve future development in the work environment.

Bachelor of Management of Banking and Money Markets:

Why is It Unique?

Management of Banks and Capital Markets A specialized scientific field aimed at providing students with diverse knowledge and practical skills that enable them to interact effectively with the modern business environment by linking financial, economic and business concepts in banks, financial markets and cash. The department offers a study plan of (122) credit hours, including materials in a variety of fields at the university, college and department levels. The Department is working on developing and updating its study plan to keep pace with distinguished foreign and Arab universities, especially in the fields of computer and English language in the field of teaching and giving increasing importance to the scientific research of faculty members and student.

Graduates in this specialization can enroll in various public and private sector institutions, including banking institutions from central banks, commercial banks, insurance companies, investment companies and other financial institutions. And enable them to pursue higher education in Arab and foreign universities.

The Vision:

The Department of Banking and Capital Markets should be at the forefront of the banking and finance departments in the region, with a commitment to excellence in the three main pillars of university education: teaching, research and community service.

The mission:

To achieve this vision, we direct our activities to achieve the following message: - Offering outstanding quality and high quality education to students. Developing the capacity of faculty members of the department. - Evaluate the results of the department in terms of the extent of success of graduates in the performance of their work.

Objectives

- Preparing highly qualified graduates who can compete with other university students and are able to pursue graduate studies and enter the labor market easily.
- Keeping abreast of global and local developments in the financial fields.
- Increasing the ability to think and creativity for students of the department.
- Developing student technological skills related to investment and market

Quality Assurance Unit

The mission:

The Quality Assurance Unit aims to promote a culture of quality assurance and performance assessment at all levels of the University and the research activities and services provided by the College, the unit also seeks to commit to the standards set by the National Authority for Quality Assurance and Accreditation in Education. In addition, the unit seeks to continuously improve the level of academic performance, to raise the level of competencies and competitiveness of college graduates and to gain the confidence of our stakeholders, with the Intention of achieving a comprehensive system of quality assurance and accreditation.

The Vision:

The unit should have a role in achieving the quality of performance in order to achieve the college's mission and is consistent with the university's strategy and the pursuit of the college's accreditation.

Strategic goals:

The Quality Assurance Unit aims to adopt performance evaluation and follow-up mechanisms at all levels of the University, as well as the level of research activities and services provided by the College, while complying with NARS standards to achieve the mission and goals of the College by:

- Ensure that all NARS standards and requirements are met. Help the faculty develop a quality assurance system that will lead to their credence.
- Promote the concepts and culture of quality among faculty members and staff in different departments of the faculty, thus achieving excellence in performance.
- Develop and strengthen the college's institutional and human resources, in a way that allows the faculty to success, through specialized training programs.
- Establish an internal performance review system for all academic and research activities, administrative functions, and services; to ensure that the objectives of the faculty are met and their results are improved.
- Improve the quality of academic programs for the faculty, thus improving the qualifications of graduates and increasing their competitiveness.
- To strengthen the system of research activities by adopting a comprehensive research plan to ensure cooperation between different departments, solve the problems of the society scientifically and occupy the rank among international institutions.
- Developing community services to ensure the provision of quality services, qualitative and quantitative, to win the trust of our customers.
- Establishing a system for measuring and evaluating college performance (academic standards - quality of academic opportunities - community service - research and scientific activities - effectiveness of quality assurance and development).

Reverse feedback:

Reverse feedback to evaluate the performance, is a dynamic communication process between teachers and students, constructive reverse feedback facilitates learning and promotes student performance, and reverse nutrition takes several forms:

Reverse feedback through the teaching and learning process

Represented in participating during lectures and discussions, follow-up work, and answering the problems facing both professors and demonstrators, which is an integral part of the teaching and learning process.

Reverse feedback on courses:

Represented in oral and written reverse feedback for previously submitted assignments as well as during student groups. Reverse feedback on courses either is in the form of written comments or included in the student's grades. Reverse feedback is also achieved through group discussions and teamwork. The student's contribution to these discussions should be evidence of student participation and attendance.

Reverse feedback on a range of study cases:

This feedback is done through follow-up to case studies and a presentation.

Student Guide to Using Moodle

Please go to the following link:

<https://nubedu->

my.sharepoint.com/personal/amir_sultan_nub_edu_eg/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Famir%2Fsultan%2Fnub%2Fedu%2Feg%2FDocuments%2FPublic%2FMoodle%20for%20students%2Emp4&parent=%2Fpersonal%2Famir%2Fsultan%2Fnub%2Fedu%2Feg%2FDocuments%2FPublic&originalPath=aHR0cHM6Ly9udWJlZHUtbXkuc2hhcmVwb2ludC5jb20vOnY6L2cvcGVyc29uYWwvYW1pcl9zdWx0YW5fbnViX2VkdV9lZy9FWWI2LXI3aUNKbEhySUNMS29PUG1hVUJNLW01Q2diZEo2Qk1JX3h0dW9PVzB3P3J0aW1IPTAvTEdSHBjMlVn

OR

[Public - OneDrive \(sharepoint.com\)](#)

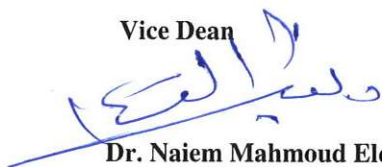
Services and facilities provided by Nahda University

- Department of Information Technology.
- English Language Program.
- Student Support Unit.
- Scientific Research Center.
- Quality Assurance Unit.
- E-Learning Support Unit.
- Email for students. -Library.
- University dental hospital.
- A studio for the Faculty of Mass Communication.
- Restaurant and cafeteria.
- Football field.
- Artificial lake.
- Minibus inside the university.
- Digital Library.

. Phone numbers that interest you

- University phone 9 / 7 / 6 / 5 / 4 / 3 / 2 / 1 2246680 - 082
- University Fax 2246688 - 082
- University President's Office (1103) internal
- Office of the Dean of the Faculty of Oral and Dental Medicine (1005) internal
- Office of the Dean of the College of Pharmacy (1016) internal
- Office of the Dean of the College of Business Administration (1036) internal
- Office of the Dean of the Faculty of Mass Communication (1014) internal
- Office of the Dean of the Faculty of Sense Sciences B (1011) internal
- Office of the Dean of the Faculty of Engineering (1100) internal
- Office of the General Supervisor (1109) internal
- Office of the Dean of Students (1069) internal
- Student Affairs and Registration (1080 – 1032) Internal
- Study Affairs (1036)
- Reception (1107 – 1101) internal
- Hotline 19206

Vice Dean



Dr. Naïem Mahmoud Elqattan

Dean of the College



Prof. Dr. Ahmed Fathi Al-Khadrawi

