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Dr. Marwa Hossain
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Postgraduate Student Guide

Faculty of Nursing - Benha University

For the Academic Year 2025 / 2026

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Preparation Team Academic Year 2025/2026

Name	Scientific Rank & Department	Role in Team
Prof. Dr. Hemmat Mostafa Hassan El-Banna	Professor of Obstetric & Gynecological Nursing Dept.	Postgraduate Standard Coordinator
Assoc. Prof. Dr. Hanan Amin Ali Gaafar	Assistant Professor of Obstetric & Gynecological Nursing Dept.	Postgraduate Standard Deputy
Assoc. Prof. Dr. Mai Mahmoud Hassan	Assistant Professor of Obstetric & Gynecological Nursing Dept.	Member
Dr. Gehad Gamal El-Sayed	Lecturer of Obstetric & Gynecological Nursing Dept.	Member
Dr. Nesma Abdel-Aziz Ibrahim	Lecturer of Obstetric & Gynecological Nursing Dept.	Member
Dr. Sahar Shafik Mohamed	Lecturer of Obstetric & Gynecological Nursing Dept.	Member
A.L. Ghada Mohamed Taha Abdel-Sattar.	Assistant Lecturer of Obstetric & Gynecological Nursing Dept	Member
A.L. Yomna Mohamed El-Sayed.	Assistant Lecturer of Obstetric & Gynecological Nursing Dept	Member
Ms. Sara El-Desouky Mohamed	Demonstrator of Obstetric & Gynecological Nursing Dept.	Member

Foreword by the Dean of the Faculty / Prof. Dr. Marwa Mostafa Ragheb

Dear Postgraduate Students,

We are pleased to present to you the Postgraduate Studies Guide of the Faculty of Nursing, Benha University. This comprehensive guide is designed to cover all aspects of postgraduate studies, providing answers to your inquiries and clarifying the academic path forward, with the ultimate goal of advancing nursing education.



The Deanship oversees the Master's and Doctoral programs offered by the Faculty, striving to foster a supportive environment for scientific research. We are committed to linking your theses and research projects with various professional fields to effectively enhance your role in community service.

With my best wishes for your success.

Dean of the Faculty

Prof. Dr. Marwa Mostafa Ragheb

Foreword by the Vice Dean for Postgraduate Studies & Research /

Prof. Dr Hend Abdallah El-Sayed Afifi

Dear Postgraduate Students of the Faculty of Nursing, Benha University,

This guide serves as an essential reference for your academic journey in postgraduate studies. We firmly believe that postgraduate education and scientific research are the fundamental pillars of our academic path. Scientific research is the engine of development and progress, and it is the key to realizing our nation's vision for growth and prosperity.



Our postgraduate programs are carefully designed to equip scholars with advanced knowledge, as well as research and practical skills. These competencies empower you to contribute effectively to enhancing the quality of healthcare and elevating the standards of nursing services at both national and international levels.

In this context, the Faculty places all its human, academic, and research resources at your disposal—including our distinguished faculty members, supportive infrastructure, and various training and development opportunities—to ensure you have a rich and fruitful academic and research experience.

In conclusion, I wish you every success in your academic pursuits. May this stage be a launching pad toward further excellence and innovation.

Vice Dean for Postgraduate Studies and Research

Prof. Dr. Hend Abdallah El-Sayed Afifi

Vision of the Faculty of Nursing

Reaching a leading position among nursing Faculties locally, regionally and internationally.

Mission of the Faculty of Nursing

The Faculty of Nursing, Benha University, is committed to preparing graduates capable of providing comprehensive nursing care to a high degree of efficiency and excellence in the field of education, scientific research, community service and sustainable development to develop the nursing profession locally and regionally and meet the needs of the competitive work market.

Strategic objectives

- 1-Distinguished students and graduates who can compete and innovate.
- 2- Improving the post graduate studies system and the quality and ethics of scientific research.
- 3- Gain the trust of society.
- 4-Climate changes and their impact on human health
- 5- Ensuring the quality of institutional performance and the continuous development and sustainable development of human resources.
- 6-Developing financial resources.
- 7- Increasing the faculty absorptive capacity.
- 8-Enhancing the international standing of the faculty.
- 9-Using information technology and supporting digital transformation at the faculty.

Scientific Departments

Scientific Department	Department Code
Medical Surgical Nursing	MSN
Obstetrics and Gynecology Nursing	OGN
Pediatric Nursing	PN
Community Health Nursing	CHN
Psychiatric and Mental Health Nursing	PMHN
Nursing Administration	NA

Postgraduate Programs

Postgraduate Diplomas:

1. **Postgraduate Diploma in Critical Care and Emergency Nursing.**
2. **Postgraduate Diploma in Oncology Nursing.**
3. **Postgraduate Diploma in Gynecological Nursing.**
4. **Postgraduate Diploma in Obstetrics and Family Planning.**
5. **Postgraduate Diploma in Neonatal Critical Care and Emergency Nursing.**
6. **Postgraduate Diploma in Pediatric Oncology Nursing.**
7. **Postgraduate Diploma in Community Health Nursing.**
8. **Postgraduate Diploma in Home Health Care Nursing.**
9. **Postgraduate Diploma in Mental Health Nursing.**
10. **Postgraduate Diploma in Addiction Nursing.**
11. **Postgraduate Diploma in Quality Management.**
12. **Postgraduate Diploma in Hospital Management**

Master's Degree Programs (M.Sc.) in the following specialties:

1. **Medical-Surgical Nursing.**
2. **Obstetric and Gynecological Nursing.**
3. **Nursing Administration.**
4. **Pediatric Nursing.**
5. **Community Health Nursing.**
6. **Psychiatric and Mental Health Nursing.**

Doctoral Programs (Ph.D.) in the following specialties:

1. **Medical-Surgical Nursing.**
2. **Obstetric and Gynecological Nursing.**
3. **Nursing Administration.**
4. **Pediatric Nursing.**
5. **Community Health Nursing.**
6. **Psychiatric and Mental Health Nursing.**

Academic Degrees:

Based on the proposal of the **Faculty of Nursing Council**, the **Benha University Council** grants the following academic degrees under the **Credit Hour System**, provided the student fulfills the requirements for obtaining them in accordance with the college's internal bylaws:

1. **Postgraduate Diploma in Nursing** (in the field of specialization).
2. **Master's Degree in Nursing** (in the field of specialization).
3. **Doctoral Degree in Nursing** (in the field of specialization).

First: Postgraduate Diploma in Nursing in the following specializations:

Granting Department	Postgraduate Diploma
Medical Surgical Nursing	Emergency and Critical Nursing
	Oncology Nursing
Obstetric and Gynecological Nursing	Obstetrics and Family Planning
	Gynecology Nursing
Pediatric Nursing	Neonates Emergency and Critical Nursing
	Pediatrics Oncology Nursing
Community Health Nursing	Community Health Nursing
	Home Health Care Nursing
Psychiatric and Mental Health Nursing	Addicts Nursing
	Psychological Health Nursing
Nursing Administration	Quality Management
	Hospital Management

Second: Master's Degree in Nursing (M.Sc.N.) in the following specializations:

Medical Surgical Nursing
Obstetrics and Gynecology Nursing
Pediatric Nursing
Community Health Nursing
Psychiatric and Mental Health Nursing
Nursing Administration

Third: Doctoral Degree in Nursing (Ph.D.) in the following specializations:

Medical Surgical Nursing
Obstetrics and Gynecology Nursing
Pediatric Nursing
Community Health Nursing
Psychiatric and Mental Health Nursing
Nursing Administration

Guidelines for Preparing and Submitting Master's & Doctoral Protocols

Protocol Registration Mechanism:

1. **Submit an application** to the Head of the Department to register for postgraduate studies in the scientific department related to the specialty.
2. **Formation of the Supervision Committee** for the student by the scientific department and notifying the student accordingly.
3. **Selection of the research topic** in accordance with the research plan of the department and the faculty, derived from the university's overall research plan.
4. **Conducting a seminar** to discuss the research topic in the presence of all department faculty members.
5. **Performing a Plagiarism Check** for the research topic/proposal.
6. **Submitting the research topic** to the Research Ethics Committee for review.
7. **Department Council approval** for registration after implementing any required modifications.
8. **Submission of the research topic** to the Postgraduate Studies Committee for presentation to the Faculty Council.
9. **Submission of the research topic** to the University Postgraduate Studies Committee for presentation to the University Council to obtain final registration approval.

Preparation of Master's and Doctoral Protocols

General Formatting Specifications:

- **Paper:** Pure white paper, 80g, Quarter size (22 x 28 cm).
- **Margins:** 5 cm top and bottom; 2.5 cm on both sides.
- **Font Type:** Times New Roman.
- **Font Size:** 14 for body text, **16 Bold & Centered** for main headings, and **14 Bold** for subheadings.
- **Line Spacing:** 1.5 lines.
- **Page Numbering:** Bottom center of the page.
- **Starting Point:** Page numbering and the main body begin from the introduction.

First Page (Title Page) Guidelines (Centered):

1. **English Title:** Font 16, Times New Roman, All Caps (Capital Letters), 1.5 line spacing.
2. **Arabic Title:** Naskh font, Size 16, 1.5 line spacing.
3. **Protocol:** Word "Protocol" in **Bold**, font 14, centered.
4. **Degree Statement:** "Submitted in partial fulfillment for the Doctorate/Master's degree in [Specialization]" (Capitalized, Font 14, 1.5 line spacing).
5. **Researcher's Name:** Preceded by "By", **Bold**, font 14, 1.5 line spacing.
6. **Position:** "Demonstrator" or "Assistant Lecturer", followed by [Department – Faculty – University], Font 14, 1.5 line spacing.
7. **Supervision:** "Supervised by" in **Bold**, font 14.
8. **Supervisors' Names:** **Bold**, font 14.
9. **Footer:** Write the Faculty and University name at the bottom of the page.

Structural Requirements:

- **Introduction:** Starts on the second page; must not exceed 4 pages (Font 14, 1.5 spacing).
- **Research Framework:**
 - **Hypothesis:** Used for experimental research.
 - **Research Questions:** Used for descriptive research.
 - *Note: These follow the "Aim of the Study" section.*
- **Page Organization:** Each section of the research must start on a new, independent page.
- **Ethical consideration must be mentioned in the methods**

References:

- **Arrangement:** Alphabetical order by the author's last name.
- **Numbering:** Must be sequentially numbered.
- **Quantity:** No fewer than **20 references**.
- **Diversity:** Must include various sources (Journals, Books, and Internet).
- **Recency:** References must be recent, including both local and international

Awards and Honors

Faculty Members Awarded the Best Thesis Award at the University Level

<i>Name</i>	<i>Academic Title</i>	<i>Department</i>	<i>Award Category</i>	<i>Academic Year</i>
Dr. Eman Nabil Ramadan	Lecturer	Community Health Nursing	Best Ph.D. Dissertation	2006/2007
Ms. Magida Abdel-Ati Soliman	Assistant Lecturer	Nursing Administration	Best Master's Thesis	2006/2007
Ms. Rodaina Ahmed Moqabel	Assistant Lecturer	Pediatric Nursing	Best Master's Thesis	2008/2009
Dr. Fawzia Farouk Kamel	Lecturer	Nursing Administration	Best Ph.D. Dissertation	2010/2011
A.L. Marwa Mosaad Ali	Assistant Lecturer	Medical-Surgical Nursing	Best Master's Thesis	2010/2011
A.L. Rawya Abdel-Ghani Mohamed	Assistant Lecturer	Pediatric Nursing	Best Master's Thesis	2013/2014
Dr. Ibtisam Said Ahmed	Lecturer	Nursing Administration	Best Ph.D. Dissertation	2014/2015
Dr. Ashgan Tolba Fathy	Lecturer	Medical-Surgical Nursing	Best Master's Thesis	2015/2016
A.L. Hend Mohamed Mahmoud	Assistant Lecturer	Medical-Surgical Nursing	Best Master's Thesis	2016/2017
A.L. Walaa Kamal Kamel	Assistant Lecturer	Community Health Nursing	Best Master's Thesis	2018/2019
A.L. Ayat Ali Abdel-Razek	Assistant Lecturer	Medical-Surgical Nursing	Best Master's Thesis	2020/2021
Dr. Asmaa Khaled Abdel-Aziz	Lecturer	Nursing Administration	Best Master's Thesis	2020/2021
Dr. Hoda Abdel-Moati Mahmoud	Lecturer	Psychiatric & Mental Health	Best Master's Thesis	2021/2022

Dr. Aziza Fathy El-Sayed	Lecturer	Nursing	Best Ph.D. Dissertation	2022/2023
A.L. Sahar Shafik Mohamed	Assistant Lecturer	Obstetric & Gynecological Nursing	Best Ph.D. Dissertation	2022/2023
A.L. Somaya Sobhy El-Sayed	Assistant Lecturer	Obstetric & Gynecological Nursing Pediatric Nursing	Best Ph.D. Dissertation	2024/2025
			Best Master's Thesis	
			Best Master's Thesis	

College Contact Information

- **Website:** www.fnur.bu.edu.eg
- **Email:** info@fnur.bu.edu.eg
- **Telephone:** +2 013 9101187
- **Fax:** +2 013 9101186

Address of the Faculty of Nursing – Benha University: Al-Qalyubia Governorate – Benha City, Behind the New Transport Station, Kafr Saad, Next to the Faculty of Law

**Mechanism for Preparing and
Printing the Thesis/Dissertation**

Mechanism for Preparing and Printing the Thesis/Dissertation

- **Page Specifications:** The thesis is printed on standard book-sized pages (Length: 26 cm, Width: 18 cm), with a text block area of (13 x 20 cm). It must be printed on 80g white paper. Color printing is required for the hard copy, and an electronic copy must be submitted on a CD.
- **Font Specifications:**
 - **Body Text:** Font size 14.
 - **Subheadings, Chapter Titles, and Section Titles:** Font size 16 (**Bold**).
- **Font Types:**
 - **Times New Roman** is used for English theses.
 - **Arabic Transparent** is used for Arabic theses.
 - Printing must be **double-sided** (recto and verso).
- **Binding:** The thesis must be bound in a **black Hardcover** for both Master's and Doctoral degrees. The following information must be embossed on the cover in **Gold Lettering**:
 - **Top Right:** Name of the University, Faculty, and Scientific Department (Font size 14).
 - **Center:** Thesis Title (Font size 24).
 - **Degree:** The degree for which the thesis is submitted.
 - **Names:** Researcher's name and Supervisors' names.
 - **Year:** The year of submission.
- **Spine Formatting:** The spine must include the Faculty name, the researcher's abbreviated name, the thesis title, and the year of submission.
- **Final Structure:** The thesis must be organized in its final form according to the following sequence:

1. Acknowledgement
2. Abstract
3. List of tables and figures
4. List of content
5. Introduction
6. Aim
7. Review
8. Subjects and methods
9. Results
10. Discussion
11. Conclusion
12. Recommendation
13. Refrences
14. Appendices
15. English summary
16. Arabic summary

- **Page Numbering:** Pages shall be numbered at the top center of the page.
- **List of Figures (Review Chapters):** Figures included in the literature review chapters must be numbered using **Roman Numerals** (I, II, III, IV, ...).
- **List of Figures (Study Results):** Figures included in the results section must be numbered using **Arabic Numerals** (1, 2, 3, ...).
- **Guidelines Template:** A reference template illustrating the full format and layout of the thesis shall be provided and announced to all postgraduate students across the university's faculties.
- **Appendices:** A copy of the **Research Protocol** must be attached, along with a statement containing the names and signatures of the **Examination and Judgment Committee**.

**Regulations for Submitting
Scientific Theses/Dissertations
(Master's - Doctorate)**

Regulations for Submitting Scientific Theses/Dissertations (Master's - Doctorate) To the Faculty Library, Audiovisual Library, and the University Central Library

First: Hard Copy (Paper Version)

1. The researcher must submit **one (1) hard copy** to the Faculty Library and **one (1) hard copy** to the University Central Library.
2. The thesis must be printed **double-sided**.
3. The cover color shall be **Black** for Doctoral dissertations and **Brown** for Master's theses.
4. Thesis data must be embossed on the **spine in Gold Lettering**.
5. The thesis must be **signed** by the Supervision and Examination (Judgment) Committee.

Second: Compact Discs (CDs)

1. The researcher must submit **two (2) CDs** to the Faculty Library and **four (4) CDs** to the University Digital Library.
2. The CD must contain a single folder named with the researcher's **full quadruple name in Arabic**, containing five (5) separate files as follows:
 - The **Full Thesis** in one single file.
 - The **Arabic Title Page** in a separate file.
 - The **English Title Page** in a separate file.
 - The **Comprehensive Arabic Abstract** in a separate file.
 - The **Comprehensive English Abstract** in a separate file.
3. All files must be in **PDF format** and compatible with **Acrobat Reader**.
4. The CD must be stored in a **hard plastic case**, not a paper envelope.
5. The researcher must sign a **written declaration** stating that the version on the CD is an exact match to the hard copy, including the researcher's **National ID number**.

Important Note: All researchers must strictly adhere to these regulations. No thesis will be accepted if it violates any of the aforementioned controls.

Postgraduate Student Grievance Mechanism

Postgraduate Student Grievance Mechanism

1. Grievances Regarding Exam Results:

- **Initial Petition:** The student submits a formal petition to the **Vice Dean for Postgraduate Studies and Research**, who reviews the requests and directs them to the **Grievance Review Committee** for answer sheet re-evaluation and mark re-tabulation.
- **Deadline:** Students are entitled to file a grievance within a maximum of **two weeks** from the date the results are announced at the end of each semester.
- **Fees and Procedures:** A prescribed fee of **25 EGP** is paid per subject. Grievances are collected, categorized, and forwarded to the relevant **Control Rooms (Examination Units)**. Students are then notified of their scheduled review appointment.
- **Review Committee:** The committee consists of the **Head of the relevant Control Room** and two committee members. The review process includes:
 - Verifying that marks for each question match the scores recorded on the cover of the answer booklet.
 - Ensuring all questions and parts of answers have been graded.
 - Confirming the accuracy of the total mark summation.
- **Notification of Results:** Upon completion, the Head of the Control Room provides a written response to the **Student Affairs** officer in charge of the specific academic year, who then officially notifies the student of the outcome.
- **Grade Adjustment:** If an error is found, marks are amended in the Control records, approved, and announced. In this case, the student is entitled to a **refund** of the grievance fee.

2. Other Grievance Cases:

A. Grievances Regarding Study or Exam Schedules:

- Student feedback is taken into account regarding schedules. The **Postgraduate Committee** and the **Vice Dean** may implement modifications, provided they do not disrupt the educational process.

B. Grievances Regarding the Implementation of Postgraduate Bylaws:

- The petition is presented sequentially to:
 1. The **Postgraduate Studies and Research Committee**.
 2. The **Faculty Council**.
 3. The **University Vice President for Postgraduate Studies and Research** for final action.

Note: In all cases, the student must be formally notified of the final grievance outcome.

Formation of the Grievance Committee

Name	Position / Title	Role in Committee
Prof. Dr. Marwa Mostafa Ragheb	Dean of the Faculty	Committee Chair
Prof. Dr. Hend Abdallah El-Sayed	Vice Dean for Postgraduate Studies and Research	Member
Prof. Dr. Eman Mohamed Abdel-Hakam	Postgraduate Student Complaints Coordinator - Obstetric & Gynecological Nursing Dept	Member
Prof. Dr. Amal Gharib . Sebaq	Postgraduate Student Complaints Coordinator - Pediatric Nursing Dept	Member
Prof. Dr. Ebtisam Mohamed Abdel-Aal	Postgraduate Student Complaints Coordinator - Community Health .Nursing Dept	Member
Prof. Dr. Amal Said Taha	Postgraduate Student Complaints Coordinator - Medical-Surgical .Nursing Dept	Member
Prof. Dr. Fawzia Farouk .Kamel	Postgraduate Student Complaints Coordinator - Nursing Administration Dept	Member
Prof. Dr. Mawahib Mahmoud Zaki	Postgraduate Student Complaints Coordinator - Psychiatric & Mental Health Nursing Dept.	Member
Prof. Dr. Basma Rabie Abdel-Sadek	Director of the Quality Assurance Unit	Member
Mr. Mahmoud Mohamed Azab	General Manager of the Faculty	Member
Ms. Abeer Abdel-Wahab	Legal Advisor	Member

**Mechanisms for Submitting and
Handling Postgraduate Student
Complaints and Suggestions**

Mechanisms for Submitting and Handling Postgraduate Student Complaints and Suggestions

1. **Submission via Suggestion Boxes:** Complaints shall be placed in designated "Complaints and Suggestions Boxes" located throughout the faculty and areas frequented by postgraduate students. It is proposed to distribute three boxes across the faculty premises.
2. **Collection Schedule:** Boxes shall be opened, and complaints collected on a **weekly basis**.
3. **Referral:** Complaints are immediately referred to the relevant authority or department upon receipt from the student.
4. **Review and Resolution:** All issues are examined and resolved either amicably or formally, ensuring **absolute confidentiality** and a prompt decision-making process.
5. **Departmental Referrals:** Complaints requiring a response from scientific departments are referred to the **Heads of Departments**. Responses must be issued by an authorized departmental committee, with the Head of Department delegated to sign off on them to expedite the process. The student's identity remains confidential, with names and personal data kept in private files by the Faculty Complaints Committee. The response time shall not exceed **fifteen (15) days**.
6. **Escalation:** In cases where a complaint cannot be resolved at the departmental level, it shall be escalated to the **Dean of the Faculty**.
7. **Communication of Outcomes:** The committee collects responses and forwards them to the complainants. Accordingly, students must provide their details, including: **Name (Optional), Department, Registered Degree, and Contact Information (Phone number and Email)**, or agree on a specific date for receiving the response.
8. **Notification Period:** The student must be formally notified of the response to their complaint within **five (5) working days** of the decision.

9. **Board Approvals:** For cases requiring the approval of the **Departmental or Faculty Council**, the student is notified of the proposed resolution as soon as it is suggested by the Head of Department (under delegated authority), and subsequently notified once it is officially ratified by the specialized councils.
10. **Processing Time:** In cases involving council approvals, the notification duration depends on how promptly the student submitted the complaint.
11. **Schedules:** Students shall be informed of the scheduled dates for the **Departmental and Faculty Council meetings**.

Student Complaint Form

Complaint No.: []

1. Personal Information:

Field	Information
Full Name (Triple):	-----
Gender:	<input type="checkbox"/> Female <input type="checkbox"/> Male
Course / Program:	-----
Department:	-----
Contact Address:	-----
Email Address:	-----
Telephone (Landline):	-----
Mobile Number:	-----

Note: The name is required; however, if the student requests confidentiality, the Complaint Number may be used instead of the name.

2. Complaint Details:

- **Prior Actions:** Have you taken any previous steps regarding this complaint? (e.g., Have you spoken with your Course Coordinator or the person responsible for the service?)
- **Desired Outcome:** What is the final result or resolution you are seeking for this complaint?

Date: / / 202...

Signature:

Please continue the details of your complaint on the back of this page – use an additional sheet if necessary.

Strategy and Mechanism for Attracting International Students

The Faculty of Nursing at Benha University is committed to supporting **International Students** (Expatriates) to enhance its profile as a global institution. This is achieved by providing comprehensive services and streamlining administrative procedures for registration and enrollment. Furthermore, the Faculty actively markets its unique and diverse academic programs to foster cooperation and communication with various international institutions.

Our strategic vision aims to maintain the Faculty of Nursing's status as one of the most prestigious nursing schools in the Arab world, increasing its regional and international competitiveness. This commitment reflects positively on the quality of the educational process and the development of faculty members, students, and administrative staff.

Mechanisms for Attracting International Students:

1. **Diplomatic Outreach:** Establishing direct contact with Cultural Representation Offices of Arab and African countries in Egypt to introduce the Faculty's programs.
2. **Institutional Invitations:** Inviting officials responsible for student exchange and cultural representation from Arab and African embassies to visit the University and Faculty, including organizing promotional lectures.
3. **International Student Camps:** Organizing international student camps to showcase and promote postgraduate academic programs.
4. **Distance Learning Integration:** Utilizing **E-learning and Distance Education** platforms to enable international students to follow their curricula from their home countries when necessary.
5. **Dedicated Support:** Assigning a specialized **International Student Coordinator** to facilitate administrative tasks and resolve any obstacles students may face.
6. **Academic Ambassadors:** Tasking faculty members on secondment at foreign universities to promote postgraduate programs in their respective host countries.
7. **Clinical Internship Flexibility:** Allowing international students to complete their **Internship Period** in recognized hospitals within their home countries.
8. **Periodic Forums:** Holding regular meetings with international students to clarify registration mechanisms, faculty programs, and educational/research activities.

**Rules and Required Documents
for International Postgraduate
Students**

Rules and Required Documents for International Postgraduate Students

In accordance with the regulations of the General Administration for International Student Admissions and Grants:

1. **Data Forms:** Three (3) copies of the data form, written in clear handwriting. The name must be identical to the student's passport and academic certificates. It must include the student's address (both inside and outside the country) and must be officially endorsed by the Faculty and University seals.
2. **Academic Qualifications:** Clear, certified (attested) copies of all academic degrees obtained.
3. **Equivalency Certificate:** A certified copy of the degree equivalency issued by the **Supreme Council of Universities (SCU)**.
4. **Passport:** A complete, clear, and certified copy of the passport, which must be valid for more than one year.
5. **Embassy Letter:** A copy of the official letter from the student's Embassy, specifying the financing entity for the student's studies, the degree they wish to pursue (matching the data form), and the academic year.
6. **Information Forms:** Four (4) copies of the information form, with all required data fully completed.
7. **Proof of Online Registration:**
 - Confirmation of online application via the General Administration for International Students website: www.moheer.gov.eg (Study in Egypt).
 - Proof of registration on the University's Management Information System (MIS) portal: <http://www.mis.bu.edu.eg>
8. **Written Declaration:** A signed statement from the student declaring that they are not currently enrolled in any degree program at any other Faculty of Nursing in another university.
- 9.

Enrollment Procedures for International Students

- **Online Registration:** The international student must first register on the "Study in Egypt" platform.
- **Verification:** The General Administration for International Student Admissions and Grants at the Ministry of Higher Education reviews the student's data and verifies all submitted documents and certificates.
- **File Transfer:** The student's file is then forwarded to the **International Students Office** at the University Administration. Once verified by the university, the file is sent to the Faculty.
- **Faculty Approval:** The International Student Coordinator at the Faculty receives the file and obtains approval from the **Faculty Council**. Subsequently, a letter of **Initial Acceptance** is sent to the student.
- **Payment Invoice:** The Faculty's International Student Coordinator issues a **Payment Order** for the required tuition fees.

Tuition and Fees for International Students

According to the amendment of Article (271), Paragraph (B) of the Executive Regulations by Prime Minister Decree No. 27 of 2016:

- **Initial Registration Fee:** A one-time fee of **\$1,500 USD**.
- **Annual Tuition Fees:** **\$5,000 USD** for the Faculty of Nursing.

Degree Equivalency

In cases where the student has obtained their academic degrees (Bachelor's or Master's) from institutions **outside the Arab Republic of Egypt**, these degrees must be officially **equivalated** by the **Supreme Council of Universities (SCU)**.

**Mechanism for Academic
Supervision of Scientific Theses**

Mechanism for Academic Supervision of Scientific Theses

I. Introduction

This mechanism aims to establish a clear regulatory framework for distributing academic supervision of Master's and Doctoral theses within scientific departments. This ensures a balanced workload among faculty members, maintains the quality of supervision, and elevates the standard of scientific research.

II. Objectives

- Ensure fairness and transparency in distributing supervision duties.
- Take into account specific specializations and research expertise.
- Improve the quality of academic supervision.
- Organize the academic and research workload for each faculty member.

Supervision Procedures and Regulations:

1. **Research Topic:** The thesis topic must align with the Department's Research Plan.
2. **Specialization:** The specific scientific specialization of the supervisors must match the department's requirements for Master's and Doctoral degrees.
3. **Supervisor Selection:** The researcher is presented with a list of three eligible faculty members and may select one. The Department Council then finalizes the **Supervisory Committee** based on established supervision quotas (workload).
4. **Committee Composition (Article 20):** The Faculty Council approves the committee, consisting of (Professor - Assistant Professor - Lecturer) from the same specialization.
 - **Main Supervisor:** Must be a Professor or Assistant Professor. (For PhD theses, the main supervisor **must** hold the rank of Professor).
 - **Assistant Supervisors:** Lecturers must have held their rank for at least three (3) years to supervise PhDs, and at least one (1) year for Master's theses.
 - An external supervisor from a peer faculty may be appointed if necessary.

5. **Number of Supervisors:** The committee shall consist of no fewer than two and no more than four faculty members.
6. **Substitution of Supervisors (Article 21):** The Department Council may replace a supervisor, subject to Graduate Studies Committee and Faculty Council approval, in the following cases:
 - Formal written resignation from supervision.
 - Travel abroad for more than six months (unless the student has completed 50% of the thesis).
 - Death of a supervisor (the name remains on the thesis as an honorary member).
7. **Conflict of Interest:** Relatives up to the fourth degree are prohibited from participating in supervision or examination committees (University Council Decree, 25/10/2010).
8. **Supervision Quotas:** The maximum workload is **20 theses** for Professors and Assistant Professors, and **12 theses** for Lecturers. No supervisor from outside Egypt may be appointed unless a prior agreement exists between the University and the supervisor's institution.
9. **Eligibility Period:** The eligibility to supervise is extended for **10 years** for intermediate ranks (Assistant Professor - Lecturer). Supervision is prohibited thereafter if the member is not promoted (University Council Decree, 24/12/2012).
10. **Suitability Report:** Upon completion of the thesis, the supervisor(s) submit a report to the Department Council regarding its suitability for examination, including a proposal for the **Examination and Judgment Committee** formation.
11. **External Examiners:** External members of the examination committee must be former professors or specialists of equivalent scientific standing, provided they hold a Doctorate (University Council Decree, 26/4/2010).
12. **Progress Reports (Article 102):** The supervisory committee must submit a **semi-annual progress report** to the Department Council. Failure to submit these reports will result in the rejection of any registration extension requests (University Council Decree, 25/10/2010).
13. **Non-Compliance:** If a supervisor refuses to submit a report for a registration extension, their name shall be removed from the supervisory committee (University Council Decree, 25/10/2010).