



The American
University in Cairo

School of Sciences
and Engineering

Engineering and Science Services

Professional Programs Schedule

Summer A 2024

June 9 - July 18, 2024

Communication with ESS

To ensure effective communication, ESS will notify participants of any updates or announcements through a variety of channels, so participants should check their XED email, the ESS website, and the ESS Facebook page regularly.

Participants who are not receiving notifications from ESS or have changed their contacts should send their ESS ID and current mobile number to pfpr@aucegypt.edu

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Professional Programs

Summer A 2024 Professional Programs:

- Food Safety and Quality Management (FSQM)
- Advanced Occupational Health, Safety and Environmental Control (HSE) (OSHA)
- Engineering Management Professional Certification (PECM)
- Quality Management (PCQM)
- Project Management (PRMG)

Requirements

Each of the professional programs includes six courses, divided between required and elective classes. Each course is made up of 45 hours of instruction. Candidates must complete the required classes, but electives may be selected from a group of courses offered.

A candidate in one program may take one course as an elective from the list of courses offered in other professional programs.

To complete the requirements for any of the professional programs, the candidate must successfully complete the six courses. To earn two professional certificates, 12 courses must be taken. At the end of some of these programs, the candidate must present an acceptable final project. The certificate requirements may be completed in two semesters (one year), but could take up to three years. Professional programs are available face-to-face and via e-learning.

*The 45 hours in the online courses include a blend of recorded sessions, live interactive sessions, assignments, projects, and exams.

Method of Instruction

Course material is in English; however, a mix of English and Arabic instruction is used in classes (On-campus Courses) or interactive sessions (Online Courses) to facilitate communication between instructors and course participants. Courses blend a variety of instructional tools including case studies, interactive discussions, visual aids and practical sessions.

Drop Policy

Participants are permitted to **drop/add classes until June 12, 2024** (Refer to Refund Policy)

Refund Policy

Refunds are made according to the following schedule:

- Before the beginning of classes: full tuition refund
- From (June 9) and until (June 12): 50 percent of tuition will be refunded.
- After (June 12), no refunds will be made.

The participant must fill out a refund request form and email it to pfpr@aucegypt.edu, along with a copy of the national ID and the receipt. Refunds are processed within a month of receiving a request, and the amount will be deposited in the participant's account. If the payment is made by visa, the refund will be processed on the same visa.

Study Period Extension

Professional programs usually take three years to complete. However, participants who are faced with hardships or situations beyond their control should present proper documentation to justify their cause. Upon investigation of the case and proof submitted, the Program Manager will grant approval. Only one semester of study may be extended in any case.

In Case of Any Emergencies:

- ESS will cancel any course lacking the minimum number of participants. In that case, the participant will be refunded the full amount, or the fees may be used toward the completion of another course during the same Academic year.
- ESS may change the listed instructor, no refund is allowed.
- In case of emergencies, ESS «on-campus» courses will be held through Moodle sessions with no refund or postponement.
- ESS reserves the right to cancel/update courses, fees, and programs anytime.

Incomplete Policy

The deadline for incomplete requests **June 30, 2024**.

Professional Programs participants who attended a course but are unable to complete its requirements because of exceptional circumstances may ask for an incomplete grade of “I”. The participant must submit an official document supporting the request. The Incomplete grade is given with the approval of the course instructor, who will submit an incomplete grade form to the ESS office to be approved by the program coordinator. The form should include the following information:

- 1) Reason for the incomplete
- 2) Sections of the course that are missed and need to be completed.
- 3) Action necessary for the removal of the incomplete grade, which must be completed by the end of the following semester.

The participant must make the necessary arrangements with the course instructor to complete the outstanding course work before the start of the examination period of the following semester, whether the student is enrolled at ESS or not. In completing the outstanding work, the participant must not register again for the incomplete course. If necessary action is not taken on time, the incomplete grade “I” will be changed to a grade estimated on the basis of the work already completed as part of the course. An administrative fee of 25 % of the total course fee will be charged to participants seeking incompletes.

Incomplete grades may be given only in the following circumstances:

- The participant’s work to date indicates he would be passing the course.
- The incomplete is not given as a substitute for a failing grade.
- Attendance has been satisfactory through at least 60 percent of the semester.
- An illness or other exceptional circumstance legitimately prevents completion of required work by the due date.

* Failure to attend the course and/or submitting course work without prior notification of the instructor and ESS administration would result in receiving “F” grade. No refund is allowed. Thus, participants facing any urgent circumstances that prevent them from participating/attending the course are recommended to communicate with the instructor and ESS administration to take corrective action.

Registration

Time

Registration will be held on a first-come, first-served basis, for all participants from **May 12 to 23, 2024 (At 12 am-midnight for continuing participants)** and for New participants from 9 am - 3 pm.

ESS Working Days: Sunday to Thursday, 9 am-4 pm.

For online registration, click [here](#)

***New applicants are required to send a screenshot of the received “Acknowledgment Page” after filling the online application and a copy of the national ID to pfpr@aucegypt.edu to complete the registration process.**

* The applicant will receive an email from ESS-PFPR with their ESS login information (ESS ID #, username, and password).

XED Email

The American University in Cairo (AUC), Engineering and Science Services (ESS) provides its participants with the “XED” Email system to support the educational purposes only.

We recommend using and checking your XED email on a frequent basis for any updates regarding your courses. However, please note that as XED Email usage is restricted to AUC courses correspondence, personal and business usages are not allowed, and AUC-ESS is NOT RESPONSIBLE for using this email for business correspondence or any other personal emails storage, whether on email or account drive. Therefore, you are requested to keep a copy of your course material in your personal email.

* XED email only should be used for communication with ESS and certificates requests.

* AUC-ESS will disable your XED Email account if the participant is not enrolled in any of ESS courses for more than one year.

Payment

The registration fee (Egyptian pounds for Egyptians and non-Egyptians) should be settled upon registration. Unpaid courses will be dropped without prior notification and places will be reserved by other participants . Emails of authorization from companies and organizations are acceptable.To pay tuition easily, follow the steps below:

- Instructions for payment via bank transfer are available on page 8.
- Instructions for payment at the listed CIB branches are available on page 9.
- Instructions for online payment using a credit or Internet card are available on page 10.

If there are any problems, please contact ESS at pfpr@aucegypt.edu or tel 20.2.2615.4333.

Bank Transfer

Please use the information below to make a bank transfer:

Bank Name : Commercial International Bank

Branch Name : CIB Downtown Branch

Bank Address : 33 Sherif Street, Cairo

Swift Code : CIBEEGXC005

Account Name: The American University in Cairo

Account No.	CCY	IBAN Number
100005266372	USD	EG600010000500000100005266372
100044733441	EGP	EG600010000500000100044733441

Please include your AUC-ESS ID. number and course title in the transfer

Provide a copy of the bank confirmation along with your AUC-ESS ID. number to pfpr@aucegypt.edu

CIB Branches - Cairo

Hoda Shaarawi	HS includes the branch and both AUC campuses
Giza	21-23 Charles de Gaule Street – Giza
Mohandiseen	C113, Zamalek Club, Gameet El Dowal El Arabia Street
El Said	66-68 Mohie El Din Abou El Ezz – Mohandiseen
Zamalek	12, El Saleh Ayoub Street – Zamalek
New Maadi	8, Road 257, New Maadi
Sarayat El Maadi	25, Street No. 10 Sarayat El Maadi
Mobtadayan	49, Mohamed Ezz El Arab Street – Mobtadayan
Abdel Razik El Sanhoury	Abdel Razek El Sanhoury Street – Nasr City
Al Thawra	4, Farid Street – Heliopolis
El Shams	Abdel Hamid Badawy Street – El Shams Club Gate 2
Abbas El Akkad	53 Abbas El Akkad Street – Nasr City
Rehab	Rehab City – Banks Area
Dandy Mall	Kilo 28 - Cairo-Alex Desert Road – Dandy Mall

CIB Branches - Alexandria, Port Said, Tanta, El Mansoura

Alexandria	
Sultan Hussein	55, Sultan Hussein Street – Alexandria
Rouchdy	17, Syria Street – Roushdy
Port Said	23rd July Street – Port Said
Tanta	55, El Guish Street – Tanta
El Mansoura	6, El Guish Street – Mansoura

Provide a copy of the bank confirmation along with your AUC-ESS ID. number to pfpr@aucegypt.edu

Online Payment

ESS participants may pay their tuition fees online through the Banner Self-Service system using Visa, MasterCard, Discover and American Express

Instructions

- Visit Banner Self-Service at ssb.aucegypt.edu.
- Login with your AUC-ESS email username and password.
- Click on “Student” then click on “Student Account”.
- Click on “Total Account Summary”.
- Click on the “Pay Online” button.
- Read carefully; click on the “Agree” button if you want to proceed. By pressing the “Agree” button, you will be directed to the online payment gateway.
- Click on the “Make a Payment” button.
- Select the amount you wish to pay, and click on “Continue”.
- Supply the required credit card information. AUC will not keep any credit card information. Security measures are applied by the service providers.
- Proceed in paying your tuition and fees.
- A transaction receipt will be displayed in a few seconds and a confirmation email will be sent to your email address.
- Go back to the Banner system and confirm that your payment has been processed.
- Make sure to complete your payments before the payment deadline.

For more information or assistance, call ESS 20.2.2615.4333 or email pfpr@aucegypt.edu

Tuition Payment Plan (valU)

ESS participants can pay for their courses and tuition fees using valU at a discounted interest rate, zero purchase fees and affordable installment plans (from 6 to 12 months).

Steps to use valU online payments

- On the SSB, select AUC Pay
- Select Pay Now
- Select valU as your payment method
- Enter your mobile phone number
- In the app, choose your preferred installment plan (from 6 -12 months)
- Enter the OTP sent by SMS to your registered mobile phone number
- Only due amounts exceeding EGP 500 are eligible for valU settlements
- Send a print screen of the payment receipt to pfpr@aucegypt.edu
- For more information, click [here](#).

For assistance, call ESS 20.2.2615.4333 or email pfpr@aucegypt.edu

Online Courses

Method of instruction

ESS online courses use the leading Moodle (learning management system) as the platform for instruction. This system is used worldwide by universities and allow students and faculty to communicate and create a rich learning environment using online materials and up-to-date communication technologies such as email, discussion boards, wikis and blogs. This asynchronous learning environment gives the participants flexibility to study according to their own schedule and their own pace from anywhere.

It is expected that some of the participants may have no previous experience in participating in an online course, and ESS provides personal technical assistance and clear online instructions to help participants overcome any technical problems during the program.

The online course follow a mix of virtual sessions via zoom, Moodle collaborates and pre-recorded lectures. The features of the course vary depending on the course and the instructor. Participants are expected to review each course's policy once they have access to their Moodle to be familiar with each course's instruction methods.

Moodle

All participants enrolled in ESS professional programs are entitled to access a Moodle account. Moodle is a web-based course-management system designed to allow students and faculty members to communicate and use online materials and activities that complement teaching. Moodle allows faculty to add resources for students online to enhance teaching and learning.

* Each semester, Moodle is activated with the current enrolled courses for each participant. Any previous courses and materials are removed in accordance with AUC-ESS policy. Participants are encouraged to keep a copy of course work for reference.

Participant Requirements

- Participants are required to check their XED email frequently, as this is the main channel of communication and announcements.
- Participants will receive a welcome email containing the website link and all relevant information.
- Participants must attend at least 80% of the total lectures in courses.

Logging into Moodle

1. **Prepare your login information:** Upon registration, participants will be issued a registration slip containing their XED email username and password, along with an ID number. Your Moodle username is everything before the «@» sign of your XED email. For example, if your XED email is newuser@xed.aucegypt.edu, your Moodle username would be newuser. Your Moodle password will always be the same as your XED email password.
2. **Login to Moodle:** visit moodle2.aucegypt.edu and login using your credentials.

Online Courses and Moodle Frequently Asked Questions

What should I do if I can't access my XED email/Moodle account?

Send a password reset/login information request to essit@aucegypt.edu, along with a scanned (or picture) copy of your AUC-ESS ID. If you don't have an AUC-ESS ID, please send your national ID instead or your birthdate.

What should I do if I can't load the Moodle site on my PC or device?

Verify that your Internet connection is functioning normally and check to see if you have the same issue on other devices or when accessing Moodle from alternative locations. For example, you could try accessing Moodle using a mobile device connected to a mobile internet service.

Some browsers occasionally have issues loading the Moodle site. Try using another browser to access it. If the Moodle site loads, but you're not able to login using your login credentials, follow the instructions for the previous question to have your Moodle password reset.

Who should I contact when I have a problem?

- **Technical/Moodle issues:** essit@aucegypt.edu
-
- **Questions about the course content/material:** email the course instructor whenever you have a question about the course content/material that isn't related to a technical issue.
-
- **Administrative issues:** for all administrative questions and concerns, including requests to transfer, drop or add a course, or if you would like to provide feedback about a course, send an email to pfpr@aucegypt.edu

Digital Certificate

A digital copy of the course certificate will be delivered to your XED email account within 7 working days after successful completion of the course and posting the final grades.

Printed Certificate Request

.For a printed one at additional costs LE. 250 for the transcript and LE. 300 for the certificate.

To request your certificate, click [here](#).

Important Notes

* Complete the request using a PC or laptop and refer to the certificate request guide

* Make sure the email in the request is correct to receive the confirmation email

If you are a registered employee with your organization and would want to request a certificate(s), please contact the HR representative in the training section and do not request it through the link stated above

*For further certificate inquiries or technical errors, contact ESS.Certificate@aucegypt.edu



Professional Programs Schedule

Summer A 2024

June 9 - July 18, 2024

Food Safety and Quality Management (FSQM)

Code	Course	Sec	Time	Day	Fees Egyptian (LE)	Fees non-Egyptian (LE)	Instructor	Location
FSQM 010	Food Safety Management Systems إدارة سلامة الأغذية	1	7:30-10:30 pm	Sunday	6,890	13,780	Alia Hetta	Online
				Monday				
				Wednesday				
FSQM 060	Seminar: Food Manufacture Technology 2 تكنولوجيا تصنيع المواد الغذائية ٢	1	4:30-7:30 pm	Saturday	6,890	13,780	Hesham El Hariry	Online
				Tuesday				
				Thursday				

Advanced Professional Program in Occupational Health, Safety and Environmental Control (HSE) (OSHA)

Code	Course	Sec	Time	Day	Fees Egyptian (LE)	Fees non-Egyptian (LE)	Instructor	Location
OSHA 110A Core	Advanced Process Safety Management Standards معايير إدارة سلامة العمليات	1	1-4 pm	Saturday	5,250	10,500	Wagdi Seffain	Online
			6-9 pm	Wednesday				
			6-9 pm	Thursday				
OSHA 200A Elective	Advanced Confined Space Entry Program and Hydrogen Sulfide Protection Measures برنامج دخول الأماكن المحصورة و تدابير حماية كبريتيد الهيدروجين	1	7-10 pm	Saturday	5,250	10,500	Mahmoud El Naggar	Online
				Monday				
				Tuesday				

Engineering Management and Engineering Manager Professional Certification (PCEM)

Code	Course	Sec	Time	Day	Fees Egyptian (LE)	Fees non-Egyptian (LE)	Instructor	Location
PCEM 001	Strategic Planning and Change Management for Engineers التخطيط الإستراتيجي وإدارة التغيير للمهندسين	1	7-10 pm	Sunday	5,250	10,500	Attia Gomaa	Online
				Tuesday				
				Thursday				
PCEM 007	Legal issues in Engineering Management and Professional Codes of Conduct and Ethics المسائل القانونية في الإدارة الهندسية و السلوك و الأخلاقيات المهنية	1	7-10 pm	Saturday	5,250	10,500	Mariam Makamallah	Online
				Monday				
				Wednesday				

Quality Management (PCQM)

Code	Course	Sec	Time	Day	Fees Egyptian (LE)	Fees non-Egyptian (LE)	Instructor	Location
PCQM 010	Planning for Quality Product and Process into Real Workplace تخطيط جودة المنتج و العملية في مكان العمل	1	7 - 10 pm	Sunday	5,250	10,500	Rham Abdel Hamid	Online
				Tuesday				
				Thursday				
PCQM 060	Lean Six Sigma Improvement Methodology تحسين أداء العمليات باستخدام منهجية Lean Six Sigma	1	7 - 10 pm	Saturday	5,250	10,500	Rham Abdel Hamid	Online
				Monday				
				Wednesday				

Project Management (PRMG)
«Core Courses»

Code	Course	Sec	Time	Day	Fees Egyptian (LE)	Fees non-Egyptian (LE)	Instructor	Location
PRMG 010	Project Planning and Control Techniques تخطيط ومراقبة تنفيذ المشروعات	1	4-7 pm	Saturday	5,990	11,980	Tarek Sakr	Online
			7-10 pm	Sunday				
			7-10 pm	Tuesday				
		2	7-10 pm	Saturday	5,990	11,980	Reda Sabry	Online
				Monday				
				Wednesday				
		3	6-9 pm	Saturday	5,990	11,980	Ayman Nassar	New Cairo Campus
				Monday				
				Wednesday				
PRMG 020	Management of Project Resources إدارة موارد المشروعات	1	6-9 pm	Sunday	5,990	11,980	Ibrahim Abdel Rasheed	Online
				Tuesday				
				Thursday				
		2	6-9 pm	Saturday	5,990	11,980	Ibrahim Abo Taleb	Online
				Monday				
				Wednesday				
		3	8-11 pm	Sunday	5,990	11,980	Wael Halawa	Online
				Tuesday				
				Thursday				

Project Management (PRMG) «Core Courses»

Code	Course	Sec	Time	Day	Fees Egyptian (LE)	Fees non-Egyptian (LE)	Instructor	Location
PRMG 030	Project Budgeting and Financial Control الموازنات والضيظ المالي للمشروعات	1	7-10 pm	Saturday	5,990	11,980	Ahmed Salah	Online
				Monday				
				Wednesday				
		2	6-9 pm	Saturday	5,990	11,980	Hossam Fawzy	Online
				Monday				
				Wednesday				
		3	6-9 pm	Sunday	5,990	11,980	Hossam Fawzy	Tahrir Square Campus
				Tuesday				
				Thursday				
PRMG 080	Projects Bids and Contracts العطاءات والعقود للمشروعات	1	7-10 pm	Sunday	5,990	11,980	Ayman Nassar	Online
				Tuesday				
				Thursday				
		2	7-10 pm	Sunday	5,990	11,980	Bahaa El Shal	Online
				Tuesday				
				Thursday				
		3	7-10 pm	Saturday	5,990	11,980	Asaad Nabil	Blended/* Tahir Square Campus
			6-9 pm	Monday				
			7-10 pm	Wednesday				

*Blended courses are both online and face-to-face lectures. (PRMG 080-03 Monday lectures will be On-Campus).

Project Management (PRMG)
«Elective Courses»

Code	Course	Sec	Time	Day	Fees Egyptian (LE)	Fees non-Egyptian (LE)	Instructor	Location
PRMG 115	HR for Project Management إدارة الموارد البشرية في إدارة المشروعات	1	8-11 pm	Sunday	5,990	11,980	Aya Maher Amal Abdel Azim	Online
				Tuesday				
				Thursday				
PRMG 135	Cost Management for Engineering Projects إدارة التكاليف للمشروعات الهندسية	1	7-10 pm	Saturday	5,990	11,980	Tarek Sakr	Online
				Monday				
				Wednesday				
PRMG 150	Project Feasibility Studies دراسة الجدوى للمشروعات	1	7-10 pm	Saturday	5,990	11,980	Attia Goma	Online
				Monday				
				Wednesday				
PRMG 155	Project Procurement Management إدارة المشتريات	1	7-10 pm	Sunday	5,990	11,980	Salwa Fawzy Mohamed Tantawy	Online
				Monday				
				Tuesday				

Project Management (PRMG)
«Elective Courses»

Code	Course	Sec	Time	Day	Fees Egyptian (LE)	Fees non-Egyptian (LE)	Instructor	Location
PRMG 195	Risk Management إدارة المخاطر	1	7-10 pm	Saturday	5,990	11,980	Hany Salah	Online
				Monday				
				Wednesday				
PRMG 197	Applications of Prices Variations for Construction Projects التطبيقات الهامة لفروق الأسعار وفقا للمعايير المحلية و الدولية	1	5:30-7:30 pm	Saturday	5,990	11,980	Wael Halawa	Blended/* New Cairo Campus
			7-10 pm	Monday				
			7-10 pm	Wednesday				
PRMG 199	Value Analysis for Engineering Projects تحليل القيمة للمشروعات الهندسية	1	7-10 pm	Saturday	5,990	11,980	Hesham Abdel Aziz	Online
				Monday				
				Wednesday				

*Blended courses are both online and face-to-face lectures. (PRMG 197 Saturdays lectures will be On-Campus).

Project Management (PRMG)
«Specialized Certified Courses»

Code	Course	Sec	Time	Day	Fees Egyptian (LE)	Fees non-Egyptian (LE)	Instructor	Location
PRMG 225 45 PDUs	Project Management International Standards المعايير الدولية لإدارة المشروعات	1	9 am-12 pm	Saturday	7,990	15,980	Magda El Tallawy	Online
			7-10 pm	Sunday				
				Tuesday				
PRMG 290 60 PDUs	Certified Cost Professional (CCP) هندسة وإدارة التكاليف CCP Preparation Course استشاري تكاليف معتمد	1	6-10 pm	Saturday	11,490	22,980	Magda El Tallawy	Online
			7-11 pm	Monday				
				Wednesday				

البرامج التخصصية (PFPR)

يسر وحدة الخدمات الهندسية والعلمية بالجامعة الأمريكية بالقاهرة أن تعلن عن قبول دفعة جديدة من الدارسين بالبرامج التخصصية الآتية خلال الفصل الدراسي الصيفي الأول من العام الدراسي ٢٠٢٣ - ٢٠٢٤:

- البرنامج التخصصي في سلامة الأغذية و إدارة الجودة (FSQM)
- البرنامج التخصصي المتقدم في الأمن الصناعي و الصحة المهنية و حماية البيئة (OSHA)
- البرنامج التخصصي في الشهادة الدولية للهندسة الإدارية (PCEM)
- البرنامج التخصصي في هندسة الجودة (PCQM)
- البرنامج التخصصي في إدارة المشروعات (PRMG)

الشهادة التخصصية:

تتكون جميع الشهادات التخصصية المذكور ه أعلاه من ستة مناهج دراسية والتي تنقسم بين مواد إجبارية وأخرى اختيارية. يجب أن يتم الدارس المواد الإجبارية وأن يختار المواد الاختيارية حسب تخصصه ورغبته مع تقديم مشروع مقبول. تتم دراسة أي مادة دراسية في فصل دراسي واحد والتي تعادل ٤٥ ساعة دراسية للبرنامج الواحد. يمكن للدارس أن ينتظم في دراسة أكثر من منهج في نفس الوقت. كما يمكن أن يكمل الدارس متطلبات الشهادة التخصصية في فترة تتراوح بين سنة واحدة وثلاث سنوات دراسية بحد أقصى. ولكي تتاح الفرصة للاستفادة من البرامج الأخرى، يمكن للدارس أن يختار مادتين اختيارييتين فقط من أي من البرامج التخصصية الأخرى.

* تشتمل ال ٤٥ ساعة في الدورة التدريبية عبر الإنترنت علي مختلف الأنشطة علي سبيل المثال: محاضرات مسجلة و محاضرات تفاعلية والمشروعات والإمتحانات.
أسلوب الدراسة:

تستخدم النظم الحديثة في المحاضرات والمناقشات والدراسات التطبيقية والتدريبات العملية على الحاسب الآلي لتغطية المناهج الدراسية. وتتلقى المذكرات من أحدث المراجع، والتي عادة ما تكون باللغة الإنجليزية، على أن يتم استخدام اللغتين العربية والإنجليزية عند إلقاء المحاضرات حتى لا تكون اللغة عائقاً في سبيل التحصيل.

يبدأ التسجيل إلكترونيا (Online) بأسبوعية الحجز لجميع الدارسين من ١٢ - ٢٣ مايو، ٢٠٢٤ للدارسين المسجلين في تمام الساعة ١٢ صباحاً وللدارسين الجدد من من ٩:٠٠ صباحاً حتى ٣:٠٠ عصراً يومياً، ما عدا يومي الجمعة والسبت، على أن تبدأ الدراسة في ٩ يونيو ٢٠٢٤ وتنتهي في ١٨ يوليو ٢٠٢٤.

* رابط التسجيل الإلكتروني:

<https://sse.aucegypt.edu/centers/ess/admission-and-registration>

سياسة استرداد المصروفات وتأجيل المواد في البرامج التخصصية

١ - شروط استرداد المصروفات الدراسية

في حالة رغبة المشتركين في البرامج التخصصية بوحدة الخدمات الهندسية والعلمية في إلغاء التسجيل أو الانسحاب من برنامج أو مواد ما، يمكنهم استرداد المصروفات الدراسية طبقاً للشروط التالية:

- في حالة الانسحاب قبل بداية الدراسة، يمكن استرداد المصروفات كاملة
- في حالة الانسحاب في الفترة من بداية الدراسة (٩ يونيو) وحتى (١٢ يونيو) يمكن استرداد ٥٠ ٪ فقط من قيمة المصروفات.
- في حالة الانسحاب بعد (١٢ يونيو)، لا يمكن استرداد أية مبالغ مدفوعة.

يتم صرف المبالغ المستردة بعد شهر من تقديم الطلب مع تسليم الإيصال الأصلي، والكارنيه، والمادة العلمية لوحدة الخدمات الهندسية والعلمية. وفي حالة إلغاء أو تأجيل أي من المقررات من قبل وحدة الخدمات الهندسية والعلمية لعدم اكتمال عدد الدراسين، يمكن استرداد قيمة المصروفات كاملة أو يمكن استخدامها في التسجيل في برنامج آخر في موعد أقصاه عام من الفصل الدراسي.

٢ - الانسحاب من برنامج

يمكن تأجيل مادة مع الاحتفاظ بالمصروفات للدارس الذي يواجه أي ظروف خارجة عن إرادته، ويعني ذلك حصول الدارس على تقدير «I» (مع دفع ٢٥ ٪ من إجمالي ثمن المادة)، وذلك بعد تقديم طلب لقسم الخدمات الهندسية والعلمية، بالإضافة إلى المستندات الكاملة الداعمة للطلب وبشرط موافقة الأستاذ المحاضر، على أن يتم استكمال المادة في الفصل التالي مباشرة. في حالات الـ Incomplete لا يمكن التحويل إلي أي كورس

* يحصل الدارس على تقدير «F» في حالة عدم الإنتظام في المادة التي تم التسجيل فيها بدون طلب انسحاب .

- لا يمكن التحويل من مادة إلي أخرى بعد ١٢ يونيو، ٢٠٢٤.
- آخر موعد لطلب عدم استكمال المادة (Incomplete) ٣٠ يونيو، ٢٠٢٤.

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