

Study at Faculty of Nursing-Mansoura University

The student begins to progress through the Ibn Al Haitham post-graduate Studies system (Diploma - Master - Doctorate) according to the specific dates for each and the required documents with each procedure:

1. Registration

After reviewing the student's documents, the approval of the relevant scientific department council, the committee of post-graduate studies, and the college council these documents are sent to the administration of post-graduate studies for accreditation from the post-graduate studies council or from the Vice President of the University for post-graduate Studies, and enclosed:

- A form from Ibn Al-Haitham system for post-studies.
- A copy of the national ID card and the academic certificate obtained.
- Tuition Fees
- Approval of the ethics committee of scientific research for applied colleges.
- ID form, including registration at the Egyptian Knowledge Bank ([EKB](#)), only for post-graduate students from faculty members.
- Registration of the subject of the thesis at the Central Library of the university
- Registration at [EKB](#).

2. Amendment Supervisory Committee

The amendment shall be either by deletion or addition, and consider the following cases:

- Modify the supervisor from principal to co-supervisor or vice versa (to apologize the supervisor or the search needs to add a supervisor), the amendment is approved by the Scientific Department Council at each College of Studies and must consider the

specialization of the principal supervisor and the maximum number of theses for each supervisor.

- Note that in the case of secondment (the supervision is at least 50% of the duration of the thesis and 50% at least accomplished in the thesis), the supervisor would be modified from principal to co-supervisor. In case of an incomplete legal duration (the supervision is at least 50% of the duration of the thesis, and 50% at least accomplished in the thesis), the supervisor apologizes.
- In the case of internal scarring, the supervisor will continue on all theses.

The required documents:

- A form from Ibn Al-Haitham system states the justification for the amendment and attaches the supporting document.
- Tuition fees.
- Cumulative report from the date of registration.
- ID form, including registration at [EKB](#), only for post-graduate students from faculty members
- It's Important to apologize if the amendment deletes the supervisor.

3. Modify the title of the thesis

This is to check the title or change the subject. The new title is presented to the competent councils of the faculty and enclosed:

- A form from Ibn Al-Haitham system states the title before and after the amendment.
- Approval of the Scientific Research Ethics Committee.
- Registration of the new title of thesis at the Central Library of the university.
Payment of tuition fees.
- ID form, including registration at the [EKB](#), is only for postgraduate students from faculty members.

4. Extension of Registration

This shall be done after the expiry of the legal duration of admission or registration in accordance with the regulations of each faculty.

- Form from Ibn Al Haitham system.

- Report on the date of admission about the progress of the student for each year.
- Tuition fees.
- ID forms, including registration at the [EKB](#), are only for post-graduate students from faculty members.

5. Stop Admission or registration

It shall be compulsory for the assistance of faculty members in the case of Vacation and students from abroad, according to circumstances and after the approval of the competent councils of the faculty.

6. Formation of a discussion committee

If the thesis has been completed and becomes valid for discussion, the supervisor (s) shall submit a validity report to the competent councils. It shall be submitted for accreditation by the Vice President for Graduate Studies and enclose:

- Form from Ibn Al Haitham system.
- Report from the principal supervisor that the thesis is approved for defense and signed by the coordinator of the plagiarism program at each department.
- Submission of the cover of the thesis, approved and signed by the main supervisor.
- A statement to publish a research paper derived from the thesis in a scientific journal in accordance with the new list of all faculties, including (the names of the Supervisory Committee - the name of the researcher, the name of the journal - the number of the issue - the date of issue).
- A patent certificate for the applied sciences faculties for those enrolled as of 1/9/2017
- Obtain two courses from the Faculty Development Center, provided that the course "Ethics of Scientific Research" is one of them for students from abroad enrolled as of 1/9/2017.
- Tuition fees.
- Language certificate in accordance with the new amendments to the Regulations of Post-graduate Studies and Research.
- The absence of one of the former supervisors of the student from the Judging and Discussion Committee.

- In case the principal supervisor is not included in the jury and discussion committee, he should submit an apology and nominate one of the members in his place, or the scientific department should nominate one of the professors or assistant professors to represent the principal supervisor in the jury and discussion committee.

7. Renewal of the committee of discussion

This is due to the defense not being done in its time (two months for the Master and three months for the Ph.D. from the date of approval by the Vice-President for postgraduate studies). The supervisor submits a request to the Dean of the College and Vice President of the University for Post-graduate Studies with a memorandum from the Ibn Al-Haitham system stating the justification.

8. Amendment of the committee of the discussion and judgment

In the case of amending the members of the discussion and judgment committee, the reasons for modification should be clarified with the approval of the faculty councils. The apology of the committee member should be attached.

9. Awarded the degree

After discussing the thesis, making the required modifications, and passing the exams in some colleges, the degree is awarded and enclosed:

- Form from the Ibn Al Haitham system.
- Tuition fees.
- A consolidated report from the Judging Committee and individual reports from each committee member about the validity of the thesis.
- ICDL certificate.
- Report that all comments of committee comments have been made.
- Report about sending a hard copy and CD of the thesis to the college library and the Central Library.
- Attach the thesis summary and report approved by the security authorities for international students.