



Regulations for Classroom and Examination Attendance

- Teachers, administrative authority and colleagues have personal boundaries that should be respected.
- You should obey the teachers/supervisor's instructions throughout the classes and examinations.
- Teachers, administrative authority and colleagues accept your own beliefs, opinions and culture.
- Your questions or comments will be respected, taken seriously, and kept confidential.
- In case of any problem, you can ask for help from the international students' unit in the faculty.

Allowed in class:-

- Showing respect for others, Egyptians and Nigerians colleagues and teachers.
- Listening carefully to others without interruptions.
- Your body language and nonverbal responses should be acceptable..
- Asking politely when you don't understand any point of the subject and speak for yourself.
- Adhere to your academic schedule.
- You have the obligation to study hard and you have the right to pass.
- Arrive on time to the class and finish on time.
- Maintaining punctuality and confidentiality with your colleagues.
- Maintain cleanliness of the environment.

Not allowed in class:-

- Unacceptable behavior with teachers or colleagues
- Laughing about others
- Side talk or loud voice

- Interruptions and disrespect of others

Regulations in examination venue:

- You should arrive at the exam site at least 15 minutes before the scheduled start time.
- Students are permitted to enter the exam up to 30 minutes after the exam starts.
- To leave the exam site after half of the time of the exam duration.
- Bring current student ID to each examination.
- You are not permitted to bring your cellular phone into the exam site unless it is switched off and/or stored in your closed bag.
- You should not bring a bag and/or personal items inside the exam venue.
- The faculty takes no responsibility for any loss or damage to those items.
- Only bring to an exam those items which you need to undertake the exam.
- Any reading material or pre-prepared notes must be left in a bag and placed outside the exam room.
- You must not bring into the exam venue any material which enables, or has the potential to enable you or others to cheat.
- An exam supervisor will confiscate any unauthorized material brought into an exam site.
- Bringing such material during an exam will be dealt with according to the relevant principles.
- During the examination you are not allowed to communicate with other students, or to act in any way that is improper, in an attempt to obtain assistance; this will lead you to lose the examination scores.

Any breach of these regulations will be taken seriously and will result in disciplinary action.