

**Faculty of Economics and
International Trade**



Student-Staff Handbook

Introduction

Our most precious students and valuable staff members, we are pleased to demonstrate this handbook to guide you through your academic life in the *Faculty of Economics and International Trade*, which extends to years of learning, exploration, and social interaction to provide the community with unique graduates. To ensure that the social and educational goals are fully accomplished, the education process must be implemented through a framework stipulated by guidelines and disciplines which secure the way to the desired goals.

In this context, you will find this handbook very useful as a road map. This handbook illustrates the faculty's vision, mission, objectives, rights and responsibilities, different majors and modules, procedures, regulations, and dates of registration, and provides the policies and procedures that will guide you through the journey of studying in the *Faculty of Economics and International Trade*.

Dear students and staff members, please make sure that you have read and understood each section of this handbook as this will facilitate the interaction among students and staff members, eliminate any conflicts, and enhance learning, teaching, and engagement processes.

Godspeed

Faculty Dean

1. Program Structure and Academic Pathways

The faculty of Economics and International Trade provides its students with five pathways (majors) that cover all aspects of the field of business and economics and enable students to join their desirable pathways according to their talents, needs, and preferences.

- Accounting.
- Finance and Investment.
- International Business.
- International Economics.
- Marketing and Innovation.

To obtain a bachelor's degree in one of the above pathways (majors), a student has to fulfill 72 credit hours (24 modules) at the foundation level which covers the required modules of the university, faculty, and academic pathways. In the specialization level, a student has to fulfill another 72 credit hours (20 modules, an internship, and a graduation project) in one selected major or pathway.

1.1. The Foundation Level

The foundation level consists of four semesters, as shown in table (1). Modules of foundation level help students build up a solid foundation in multiple areas of business and economics. Through this level, students will get familiar with the five pathways (majors) provided by the faculty, and obtain a general education and knowledge in the field of business administration and economics.

Table (1)

Foundation Level							
First Academic Year				Second Academic Year			
First Semester		Second Semester		First Semester		Second Semester	
Principles of Microeconomics	ECO111	Principles of Macroeconomics	ECO121	Intermediate Accounting	ACC211	Economic Growth and Development	ECO221
Accounting Foundations	ACC111	Foundations of Marketing	MKT121	Managing Human Resources	MGT211	Project Management	MGT221
Modern Management	MGT111	Organizational Behavior	MGT121	Corporate Finance	FIN211	Entrepreneurship and Small Business Management	MGT222
Business Skills	MGT112	Business Mathematics	BSC121	Introduction to Business	MGT212	Decision Making Process	MGT223
Mass Media and Society	BSC111	Information Technology	BSC122	Elementary Statistics	BSC211	Business Law	BSC221
English for Business Studies	BSC112	Chinese Language (1)	BSC123	Chinese Language (2)	BSC212	Introduction to Human Rights	BSC222

Prerequisite Modules in the Foundation Level

Advanced Module	Code	Perquisite Module	Code
Principles of Macroeconomics	ECO121	Principles of Microeconomics	ECO111
Economic Growth and Development	ECO221	Principles of Macroeconomics	ECO121
Intermediate Accounting	ACC211	Accounting Foundations	ACC111
Corporate Finance	FIN211	Business Mathematics	BSC121
Managing Human Resources	MGT211	Modern Management	MGT111
Entrepreneurship and Small Business Management	MGT222	Modern Management	MGT111
Chinese Language (2)	BSC212	Chinese Language (1)	BSC123

1.2. The Specialization (Major) Level

After passing through the foundation level in the first two years, students will be able to determine which pathway or major suits their interests, talents, and abilities. Specialization level is a level of intensive study in one major of the faculty's five majors, and it consists of four semesters.

After meeting the requirements of each pathway, students will be able to join their desired pathway from the following pathways:

Accounting, Finance and Investment, International Business, International Economics, and Marketing and Innovation.

- **Accounting Pathway**

Accounting is a vital step to achieving economic growth that is equitable and sustainable. To run a business, you need data, records, reports, analysis, accurate information about assets, debts, liabilities, profits, measure, process, prepare financial statements, analyze and communicate financial information about an organization to a variety of concerned parties. Accounting prevents the misuse of assets, increases production and profit, controls costs, and helps increase the efficiency of the overall management.

The accounting field offers a wide array of career options from auditing, tax accounting, and cost accounting to managerial accounting with several professional certifications for each. There are also opportunities in public accounting, government agencies, or corporations. In addition, an Accounting major is encouraged to pursue accounting certificates (CPA, CMA) after graduation.

Table (2)

Accounting Major							
Third Academic Year				Forth Academic Year			
First Semester		Second Semester		First Semester		Second Semester	
Cost Accounting	ACC311	Managerial Accounting	ACC321	International Financial Reporting Standards	ACC411	Financial Feasibility Studies	ACC421
Auditing	ACC312	Tax Accounting	ACC322	Corporate Governance and Internal Auditing	ACC412	Governmental Accounting	ACC422
Risk and Insurance Management	FIN312	Public Finance	ECO322	Sociology	BSC411	Strategic Management	MGT422
Money and Banking	ECO312	Business Research Methods	BSC321	Accounting Information Systems	ACC-E06	Cost Accounting Systems	ACC-E04
Accounting for Financial Institutions	ACC-E07	International Accounting	ACC-E05	Graduation Project (GRP)			
Total Quality Management	COE008	Creative Thinking	COE007	Internship			

Prerequisite Modules to Apply for Accounting Major

Students have to get a minimum grade of **C** in the modules in the table below to be eligible to join the Accounting major.

	Prerequisite Module for Accounting Major	Code
1.	Accounting Foundations	ACC111
2.	Intermediate Accounting	ACC211

• Finance and Investment Pathway

This major is closely related to financial markets, in general, and financial intermediaries, in particular, such as commercial banks and insurance companies. Graduates of this pathway will acquire the necessary skills that enable them to make decisions regarding any type of investment (real and/or financial investment). Because any investment decision involves a degree of risk, and investors will always seek the highest profit on their investments, the demand for graduates of finance and investment will never stop growing.

Table (3)

Finance and Investment Major							
Third Academic Year				Forth Academic Year			
First Semester		Second Semester		First Semester		Second Semester	
Advanced Corporate Finance	FIN311	International Finance	FIN321	Portfolio Management	FIN411	Islamic Finance	FIN421
Risk and Insurance Management	FIN312	Financial Institutions and Markets	FIN322	Banks Management	FIN412	Financial Derivatives	FIN422
Investment	FIN313	Public Finance	ECO322	Sociology	BSC411	Strategic Management	MGT422
Money and Banking	ECO312	Business Research Methods	BSC321	Entrepreneurial Finance	FIN-E05	Financial Feasibility Studies	ACC421
Cost Accounting	ACC311	Financial Planning and Modeling	FIN-E01	Graduation Project (GRP)			
Total Quality Management	COE008	Creative Thinking	COE007				

Prerequisite Modules to Apply for Finance and Investment Major

Students have to get a minimum grade of **C** in the modules in the table below to be eligible to join the Finance and Investment major.

	Prerequisite Module for Finance and Investment Major	Code
1.	Business Mathematics	BSC121
2.	Corporate Finance	FIN211

• International Business Pathway

The International Business major introduces students to laws, regulations, and business practices essential for work in multinational and non-Egyptian-based businesses and organizations. Initially, students will be provided with a foundation in general business topics, followed by the core study of similar topics from an international perspective.

The fact that the art of management is indispensable for any organization, whether it is a business, a not-for-profit organization, or a government body, illustrates the importance of business major graduates in the labor market. In addition, the importance of this major stems from providing the required skills that increase the efficiency of one important factor of production, the entrepreneur factor.

Table (4)

International Business Major							
Third Academic Year				Forth Academic Year			
First Semester		Second Semester		First Semester		Second Semester	
International Business	MGT311	International Management	MGT321	International Human Resources Management	MGT411	Legal issues in International Business	MGT421
International Trade	ECO311	International Finance	FIN321	International Economics	MGT412	Strategic Management	MGT422
Risk and Insurance Management	FIN312	Public Finance	ECO322	Sociology	BSC411	Cross Culture Studies	MGT423
Money and Banking	ECO312	Business Research Methods	BSC321	Environment of world business	MGT-E04	Supply Chain Management	MGT-E06
Cost Accounting	ACC311	Operational Research Management	MGT-E01	Graduation Project (GRP)			
Total Quality Management	COE008	Creative Thinking	COE007	Internship			

Prerequisite Modules to Apply for International Business Major

Students have to get a minimum grade of **C** in the modules in the table below to be eligible to join the International Business major.

	Prerequisite Module for International Business Major	Code
1.	Modern Management	MGT111
2.	Managing Human Resources	MGT211

• International Economics Pathway

Although the study of economics is mainly based on solving the problem of scarcity, almost all international relations can be explained via economics. Nowadays, international trade plays a relatively larger role in the world economy than it did at any previous time in history. In addition, foreign direct and indirect investment is now playing a crucial role in the economy of host countries.

Studying economics, in general, allows students to move from traditional thinking to a more profound, comprehensive, and rational one. This makes graduates of the International Economic major think about not just the private returns and cost of a certain action or relation but rather their social costs and benefits.

Graduates of the International Economics major will be able to efficiently think and make decisions on both the micro-level (enterprise-level) and macro-level (country-level), so they are eligible to work in both government institutions and private enterprises.

Table (5)

International Economics Major							
Third Academic Year				Forth Academic Year			
First Semester		Second Semester		First Semester		Second Semester	
International Trade	ECO311	Tourism Economics	ECO321	International Negotiations	ECO411	Knowledge Based Economy	ECO421
Money and Banking	ECO312	Financial Institutions and Markets	FIN322	Econometrics	ECO412	Managerial Economics	ECO422
Urban Economics	ECO313	Public Finance	ECO322	Sociology	BSC411	Strategic Management	MGT422
Risk and Insurance Management	FIN312	Business Research Methods	BSC321	Independent Studies in Economics	ECO-E02	Financial Feasibility Studies	ACC421
Cost Accounting	ACC311	International Finance	FIN321	Graduation Project (GRP)			
Total Quality Management	COE008	Creative Thinking	COE007	Internship			

Prerequisite Modules to Apply for International Economics Major

Students have to get a minimum grade of **C** in the modules in the table below to be eligible to join the International Economics major.

	Prerequisite Module for International Economics Major	Code
1.	Principles of Microeconomics	ECO111
2.	Principles of Macroeconomics	ECO121
3.	Economic Growth and Development	ECO221

• Marketing and Innovation Pathway

Marketing is the ways, techniques, and activities that enable the company to acquire customers and maintain a relationship with them. Because people's demands and preferences are always changing, then marketing strategies and techniques can't be static.

The marketing and Innovation pathway enables students to be creative in preparing the marketing mixture and strategy and to add value to any organization they may join. Graduates will be well-prepared to meet the challenges of the Electronic Marketing explosion and to educate and influence potential customers.

Table (6)

Marketing and Innovation Major							
Third Academic Year				Forth Academic Year			
First Semester		Second Semester		First Semester		Second Semester	
Consumer Behavior	MKT311	Products and Processes Innovation	MKT321	Digital Marketing	MKT411	Salesmanship	MKT421
Integrated Marketing Communication	MKT312	International Marketing	MKT322	Services Marketing	MKT412	Management of Innovation	MKT422
Risk and Insurance Management	FIN312	Public Finance	ECO322	Sociology	BSC411	Strategic Management	MGT422
Money and Banking	ECO312	Business Research Methods	BSC321	Public Relations and Event Management	MKT-E05	Retailing	MKT-E02
International Trade	ECO311	Branding	MKT-E03	Graduation Project (GRP)			
Total Quality Management	COE008	Creative Thinking	COE007	Internship			

Prerequisite Modules to Apply for Marketing and Innovation Major

Students have to get a minimum grade of **C** in the modules in the table below to be eligible to join the Marketing and Innovation major.

	Prerequisite Module for Marketing and Innovation Major	Code
1.	Modern Management	MGT111
2.	Principles of Marketing	MKT121

2. The Academic Advisor

An academic advisor shall be assigned to each student at the beginning of their first semester in the faculty, and he or she is a member of the teaching staff of the faculty. The academic advisor will be responsible for advising, guiding, and providing answers to any inquiries regarding the registration process and the academic performance of the student.

Notification

Any transaction, regarding the academic issue of the student, that takes place with any other contact other than the assigned academic advisor of the student will not be considered by the faculty administration.

3. Registration and Withdrawal Regulations

3.1. Dates and Restrictions of Registration

Registration for modules starts one week before the beginning of each semester and lasts for just one week after the study begins.

In the fall and spring semesters, the minimum number of credit hours that a student has to register is 12 credit hours and the maximum number is 18 credit hours.

Notification

- In the case of non-registration on the scheduled dates, the student is considered to be discontinued the study, and the University Administration shall take the appropriate measures in this regard.
- In case of delayed registration, the student has to submit official documents that justify the delay in registration to the faculty administration which has all rights to accept or reject the delayed registration. If the delayed registration has been accepted, the student attendance will be considered from the first week of study and the delayed registered students will be considered absent in all the lectures they missed before the delayed registration.

3.2. General Terms

- Under no circumstance, students are allowed to register for two or more modules if a clash arises.
- In case one module has a prerequisite module or modules, students will not be allowed to register for this module until they pass its prerequisites.

3.3. Withdrawal of Modules

Students can voluntarily withdraw one module or more till one week before the final exam of the modules to be withdrawn. In this case, the withdrawn modules will not be included in the attempted modules while calculating the Cumulative GPA of the semester.

3.4. Add and Drop modules

Students are allowed to withdraw registered modules and re-add other modules for a maximum number of two modules within the first two weeks of the fall and spring semesters.

3.5. Summer Registration

By the end of the spring semester, the Faculty Administration propounds modules that are open for registration in the summer semester.

The number of credit hours allowed for students to register in the summer semester depends on their academic performance and status and the variety of open modules in the summer.

4. Declaration of Specialization (Major)

After completing and satisfactorily passing 63 credit hours (21 modules) at the foundation level, students are allowed to officially declare an area of specialization (major) under the condition of meeting the following points:

- Students have to get a grade of minimum **C** in all modules at the foundation level that is related to the pathway they wish to join (pathway prerequisite modules).
- Students have to get a grade of minimum **C** in seven modules, at least, at the foundation level as a condition to declare their pathway of study.

5. Changing the Pathway (Major)

A student is permitted to change his major or pathway. However, he will miss all the modules he passed in the specialization level that are not related to the pathway or major he is transferring to (new pathway).

6. Attendance and Absence

Students must attend at least 75% of lectures of the registered modules. Otherwise, they will be deprived of attending the final exam of the registered modules.

When the number of absences reaches 2 absences, the student will receive the first warning notification. If the number of absences reached 3 absences, the student will receive a second warning notification.

Notification

- Absence, before and after vacations, is dealt with as any other absence during the academic term.
- In the event of inevitable absence, a student has to submit supporting official documents to the Faculty Administration before being deprived of attending the final exam.

Very Important Notification

A student has to provide his or her academic advisor with official documents that support his or her absence within no more than one week from the absence date; otherwise, the absence status will be approved.

7. Incomplete Case

An incomplete case is a situation that arises when one student has satisfactorily met all module's requirements (satisfactory attendance and getting 50% or more of the term work) except attending the final exam of the module in question due to inevitable circumstances such as illness or some other emergency.

In such cases, students must submit sufficient and official documents to the Faculty Administration. If the case is accepted, the case will be regarded as an incomplete case.

8. Grading Plan and Assessment Criteria

The total score (marks) for any module in the Faculty of Economics and International Trade is 100 marks, distributed over four phases and types of assessment, as shown in the following table:

Weight	Assessment	Nature
20%	Classwork	Students' participation in the lecture room, assignments, quizzes, research, activities, workshops...etc.
20%	First Mid-Term Exam	Written Exam
20%	Second Mid-Term Exam	Written Exam
40%	End-Term Exam (Final Exam)	Written Exam

At the end of each semester and according to the total marks each student obtained in the registered modules, students will get one of the grades stated in the following table for each module, and each grade has assigned a grade point.

Grade	Marks	Points
A	90 and above	4
A-	85 up to less than 90	3.7
B+	80 up to less than 85	3.3
B	75 up to less than 80	3
B-	70 up to less than 75	2.7
C+	65 up to less than 70	2.3
C	60 up to less than 65	2
D	50 up to less than 60	1
F	less than 50	0

There are two conditions for a student to pass a module:

- A student must get 30%, at least, of the end-term exam marks (12 marks).
- A student must get not less than 50 marks out of 100 marks.

9. Graduation Requirements

Students must meet the following requirements to obtain a bachelor's degree from the faculty of economics and International Trade.

- Successful completion of 144 credit hours.
- A minimum cumulative grade point average (CGPA) of 2.5 points.
- Approved Graduation project.
- Completion of all Bachelor's requirements in 4 years as a minimum.

10. Retaking Modules

If a student failed a module, he should retake this module. In addition, students may retake a module in which a low passing grade was received to improve the grade and strengthen their knowledge.

The grade received when the module is retaken will replace the previous grade and will count in the calculation of the GPA.

Notification

- Retaking modules and redoing the Graduation Project usually extend the period of study beyond the normal expected for graduation.
- Strengthening the grade of one module and redoing the Graduation Project is valid for just one time.

11. Probation and Dismissal

The Faculty is keen on achieving an advanced academic performance for all enrolled students throughout the study period, so any deviation from this crucial role has to be corrected immediately. Accordingly, students whose academic performance is less than satisfactory are reviewed and subject to probation or possible dismissal.

Students who fail to maintain a minimum cumulative GPA of 2, and/or students who fail in their Graduation Project are placed on probation and will receive a notification.

The Academic Advisor will set a probation plan for probationary students with requirements agreed on by the Faculty Administration.

Probationary students have to show academic progress during the probationary term. Otherwise, they will be subject to dismissal.