



*Faculty of
Commerce and Business Administration*

Student's Handbook

Table of Contents

About the Future University in Egypt.....	4
Faculties of Future University	4
DEAN’S WELCOME.....	5
Faculty Structure	6
Faculty Dean and Vice Dean	6
Departments Heads	6
Academic Calendar	6
About the Faculty of Commerce and Business Administration (FCBA).....	6
<i>Vision</i>	7
<i>Mission</i>	7
<i>Professional Career</i>	7
<i>Syndicate</i>	7
Programs offered by the FCBA	7
<i>Accounting</i>	8
<i>Finance</i>	8
<i>Human Resources Management (HRM)</i>	8
<i>Marketing</i>	8
<i>Management Information Systems (MIS)</i>	8
Partnership with the University of Cincinnati (UC)	8
Academic Assessment & Regulations	9
<i>Evaluation and Exams</i>	9
<i>Grading Scheme/Scale</i>	10
<i>Grading Classification</i>	10
<i>Registration and Academic Advising</i>	10
<i>Academic Load</i>	10
<i>Drop/Add Courses</i>	10
<i>Course and Semester Withdrawal</i>	11
<i>Re-enrollment</i>	11
<i>Repeating a Passed Course</i>	11
<i>Repeating a Failed Course</i>	11

<i>Grade Appeal and Changing a Grade</i>	11
<i>Change of Academic Major</i>	11
Class Attendance and Participation.....	11
Code of Conduct	12
Academic Integrity Policy	13
<i>Cheating</i>	13
<i>Plagiarism</i>	13
Student Support Services	13
<i>Moodle</i>	14
<i>Mentoring Unit</i>	14
<i>Mentoring Team Unit Members</i>	14
<i>Mentoring Procedures</i>	15
<i>Career Path Unit</i>	15
Extra-Curricular Activities.....	15
<i>Cultural Clubs</i>	15
<i>Athletic Clubs</i>	16
<i>Artistic Clubs</i>	16
<i>Social Clubs</i>	16
How to get involved in student life activities	16

About the Future University in Egypt

Future University in Egypt (FUE) is one of the most promising private universities in Egypt. Since 2006, FUE is aiming to be one of the premier educational institutions. The FUE campus is conveniently located in the heart of New Cairo. Through excellence in teaching, research and service, FUE strives to provide comprehensive and high-quality education that prepares our graduates to become future leaders. The campus provides a creative and a nurturing environment where students can realize their potential while learning from talented and well-qualified faculty academic staff. FUE offers a rich and a rewarding educational experience along the student's path.

Faculties of Future University

Future University's six faculties are fully accredited by the Supreme Council of Universities. The faculties are responsible for selecting students, in accordance with University regulations. Degree certificate and transcripts are awarded by the University.

A faculty is where students pursue their major area of study. They will experience small group teaching sessions (lectures), labs and tutorials. The FUE campus is currently comprised of the following six faculties:

- Faculty of Commerce and Business Administration
- Faculty of Oral and Dental Medicine
- Faculty of Pharmaceutical Sciences and Pharmaceutical Industries
- Faculty of Engineering and Technology
- Faculty of Economics and Political Science
- Faculty of Computers and Information Technology

DEAN'S WELCOME

Dear students,

As we start a new academic year, I am delighted to welcome prospective and returning students. From the very beginning of the academic year, our faculty members strive to provide Commerce and Business students with the necessary tools and maneuvers of educational Excellency. Each academic year, we aim to equip our students with a disciplined and qualified education for their professional career, on a national and international scope.

In favor of globalization, the modules contents are prone to challenge the existing and traditional academic programs. Hence, a lifelong education and learning for Commerce and Business students is our duty and responsibility. Our teaching methods and curriculums are designed to comply with the new conditions, changes and demands of the workplace, keeping students tuned and ready to unleash their potentials.

At the Faculty of Commerce and Business Administration (FCBA), our instructors possess high educational skills and know-how expertise in the fields of human resources management, marketing, accounting, finance and management information systems. By offering a well-balanced and supporting learning environment, we are developing the 21st Century workforce where students will acquire the abilities, knowledge and competences offered along their academic path.

Upon the graduation, our students will embark on a new journey full of challenges and opportunities, as they will take part in their community to serve as entrepreneurs, business chiefs and influential leaders. In that sense, they will be able to face new challenges, seize opportunities with mastery and outstanding skills.

I am pleased to welcome you at the Faculty of Commerce and Business Administration and I hope you make wise decisions for the benefit of your community and your world.

Yours Sincerely,

Prof. Soad Kamel Rizk

Dean, Faculty of Commerce and Business Administration

Faculty Structure

Faculty Dean and Vice Dean

Prof. Soad Kamel Rizk

Faculty Dean

Prof. Sherif Kassem

Vice Dean

Departments Heads

Prof. Hayam Wahba

Business Department Head

Prof. Hisham El Meligy

Accounting Department Head

Dr. Ahmed El Sayed

Management Information Systems Department Head

Mrs. Magy El-Hakim

Faculty Manager

Academic Calendar

The academic year at FUE is defined by the Academic Calendar, approved by the University Council, and posted on the website of the University www.fue.edu.eg.

Please, follow the updates on the university website for the academic calendar as well as events planned throughout the year.

About the Faculty of Commerce and Business Administration (FCBA)

The Faculty of Commerce and Business Administration views its programs as a provider of both a general educational foundation in business and a specialized degree for specific vocations. A career in business often involves traditional functions such as operations management, marketing and sales. However, there is an increasing need for business

majors to apply their skills in different sectors such as: governmental agencies, health care, arts and non-profit organizations.

A business education focuses on developing analytical and problem solving skills. The Faculty works on critically analyzing how international and local businesses strategically plan, examining the role of leadership in organizations and focusing on how to best manage their crucial assets; people, resources and information. Business education can serve as the backbone to any organization in any field as it is the root of constructing economic, political and social systems at all levels.

Vision

Our Vision is to further develop our reputation as a renowned business school, respected in Egypt and abroad, which harnesses the intelligence and abilities of our students, teachers and partners for the continuing evolution of civilization.

Mission

Our Mission is to be communities of learners in which all members have the opportunity to engage in challenging academic concepts and to understand their relevance to the world of business.

A climate of expectation and success is encouraged among our members, so as to create a firm foundation for graduates' successful careers.

Professional Career

The Bachelor of Business Administration focuses on developing analytical, and problem solving skills as well as expertise in business management and other practices. The Faculty aims to prepare the future leaders with the necessary understanding and principles of business in a dynamic environment.

Syndicate

The students of the Faculty of Commerce and Business Administration have the right to be subscribed in the Syndicate of Commerce in Egypt www.cairotog.com

Programs offered by the (FCBA)

Our programs are designed to meet the needs of students seeking a unique experience where teamwork and independence meet to give them a real insight into the business world.

*To receive a Bachelor's Degree, students must complete an **eight-semester programs** in which they complete **130 credit hours**. The required courses include University requirements, University electives, Faculty requirements as well as courses required by the chosen area(s) of specialization. FUE offers Bachelor's Degrees for majors and minors in the following departments:*

Accounting

The Bachelor Degree of Accounting is designed for students with particular interest in accounting and related subjects. Accounting is a stimulating and a challenging function that involves collecting, measuring, recording, analyzing and communicating financial information within businesses and other organizations. Processes such as auditing financial records, classifying, interpreting and preparing financial reports are used to assist investors and managers in decision making.

Accountants are at the center of every organization and their work has become increasingly complex and diverse, offering great opportunities for accounting graduates, especially in an era of globalization, complexity and ever increasing competition.

Finance

The Bachelor Degree of Finance focuses on the key areas of personal finance, corporate finance, investment, risk, banking and international finance, as well as general business subjects that provide students with specialized and extensive study program. The diversity of the curriculum enables students to develop expertise in one or more areas, depending upon their interests and potentials. The degree aims at enabling graduates to succeed in the dynamic and fast-moving financial services industry.

Human Resources Management (HRM)

The Bachelor Degree of HRM is designed to provide a vocationally oriented program of study for students seeking a career in HRM. The curriculum focuses on understanding the principles and practices of HRM rather than general business studies. It places emphasis on developing and understanding different areas of HRM along with, the essential skills such as: management communication, HR development, critical evaluation and organizational appraisal. The aim is to develop graduates with high employability as general and specialist managers in a range of organizations, including profit-seeking, not-for-profit and governmental organizations.

Marketing

The Bachelor Degree of Marketing is designed to help students acquire the practical skills essential for the changing business environment. The curriculum generally prepares students to undertake and manage the process of developing consumer audiences and moving products from producers to consumers. The curriculum provides a general knowledge of marketing with emphasis on the marketing mix elements and target markets for consumer and industrial products. Marketing strategies, customer behavior, and international marketing are topics addressed in the curriculum.

Management Information Systems (MIS)

The Bachelor Degree of Management Information Systems is a hybrid that combines the understanding of the business function with the knowledge of the concepts and techniques associated with Information Systems (IS). The major is ideal for students attracted to a career where they can apply an up-to-date awareness of IS within the modern business environment. Students will learn to work effectively as part of a team and to communicate their ideas in various ways.

**Partnership with the University of Cincinnati
(UC)**

The University of Cincinnati (UC) offers students a well-balanced educational excellence and real-world experience. UC is a public research university in the U.S State of Ohio with an enrollment of more than 42,000 students.

Our core agreement includes:

- Exchange of students
- Exchange of faculty and staff members
- Joint research activities & knowledge transfer
- Joint organization of seminars & academic meetings
- Exchange of academic materials & pursuit of joint certificates
- Joint organization of special academic & non-academic programs
- Publication of the results of collaborative research projects
- Consultation regarding quality assurance protocols, assessment of student-learning outcomes, and modern pedagogies
- Consultation regarding development of new FUE programs & enhancement of existing programs
- Consultation on FUE achievement of international educational standards for all faculties
- Use of library facilities at both Universities

Academic Assessment & Regulations

The faculty’s educational system is based on the credit hours system and the teaching language in the Faculty is the English language.

The academic year is divided into **two semesters**, each is fifteen weeks long. A summer semester six week long where the student can register up to two courses with six to seven credit hours or 3 courses with nine credit hours in cases of graduation based on the offered courses at the time of registration.

The student should choose the preferred major for bachelor’s degree in **the fifth semester**, after successfully completing the Faculty requirements and the prerequisites for the major’s courses.

Students must complete minimum of 130 credit hours with cumulative GPA (CGPA) not less than 2 for the Bachelor of Accounting, Management Information System, Finance, Marketing or Human Resources Management.

Evaluation and Exams

The course instructor evaluates the student’s performance during the semester (**participation, mid-term exams, assignments, projects, presentations and final exam**). The following grading structure in FUE is as follows:

Grade	Percentage	GPA
A	90% and above	4.0
A-	From 85% to less than 90 %	3.7
B+	From 80% to less than 85%	3.3
B	From 75% to less than 80 %	3.0
B-	From 70% to less than 75%	2.7
C+	From 65% to less than 70%	2.3
C	From 60% to less than 65%	2.0

C-	From 55% to less than 60%	1.7
D+	From 53% to less than 55%	1.3
D	From 50% to less than 53%	1.0
F	Less than 50%	0.0

Grading Scheme/Scale

The GPA is calculated for each student at the end of each semester as a weighted average with the credit hours for every course. The calculation is shown as following:

Student's GPA = Total (Grade X number of credit hours for each course) ÷ Number of credit hours received during each semester

The CGPA of a student should not be less than 2.0 at graduation. If the student completed the total credit hours for the Bachelor's degree of a specific major (130 Credit Hours) and didn't meet the required CGPA, he/she should choose maximum 3 courses each semester to uplift the CGPA to 2.0 in order to reach the minimum requirement for graduation.

Grading Classification

The grading for the graduation certificate is being calculated as follows:

CGPA	Grading	Rank of Honor
<i>3.7 or more</i>	<i>Excellent</i>	<i>Highest Honors</i>
<i>From 3.3 to less than 3.7</i>	<i>Very Good</i>	<i>Honors</i>
<i>From 2.3 to less than 3.3</i>	<i>Good</i>	
<i>From 2.0 to less than 2.3</i>	<i>Pass</i>	

Registration and Academic Advising

Upon the students' acceptance in the faculty, an academic advisor is assigned for every student to guide him/her through the registration process during the four academic years. The student is allowed to change his/her academic advisor after passing the courses of the second year depending on the major he/she wants. The academic advisor keeps a file for each student containing the academic record and the advising meetings that took place between them.

Academic Load

The student registers in courses equivalent to a maximum of **18 credit hours** per semester. He/she can register courses less than this limit (minimum of 12 credit hours per semester) and this is done according to the academic advising rules and regulations. He/she can also overload beyond that limit upon the approval of the academic advisor and the faculty's dean.

Registration starts one week before the beginning of the semester and the University determines the last date to drop/add course(s) and the last date for withdrawal.

Drop/Add Courses

A student may drop/add courses only during the designated period for drop/add. This period is determined by the university, specified in the academic calendar, and reported on the University's Website (www.fue.edu.eg)

Course and Semester Withdrawal

A student may withdraw from a course or more before the end of the 13th week of the semester. Semester withdrawal requires the approval of the student's academic advisor and the department's Head. A student cannot withdraw from FUE for **more than four semesters**; the exception to this provision is during a study adjournment/emergency reasons. If a student withdraws from a semester, he/she must re-enroll before registering for the following semester.

The Vice President for student Affairs may grant exceptions to this regulation in emergency circumstance justified by evidences and documents.

Re-enrollment

A student, who withdraws from the University without approval, must re-enroll before being allowed to register. Re-enrollment may be pursued by contacting the Admission Office before the deadline specified in the academic calendar. The decision to proceed with a re-enrollment request is determined by the Admission Office in consultation with the admission's director, the Department's Head, and the Faculty's Dean

Repeating a Passed Course

Students seeking an improvement in their CGPA may repeat previously attended courses up to two times. All students must take into consideration the following regulations:

- Any course is counted only once towards the total number of credit hours required for graduation.
- A notation of "R" next to the grade on the final transcript indicates that the course has been repeated.
- Courses transferred from another accredited college or University cannot be repeated to increase the CGPA.

Repeating a Failed Course

A student may repeat a failed compulsory course until he succeeds in it and this will increase his/her overall CGPA.

Failing grades will not be removed from the student's record. An "R" notation will appear next to the grade(s) of repeated courses on the student's transcript.

Grade Appeal and Changing a Grade

A student who believes that he/she has received an unfair or erroneous grade may contest the grade and submit a written, signed, and dated appeal to the Department's Head explaining his/her position within two weeks of grades' issuance.

Change of Academic Major

A student may change his/her academic major provided that the faculty approves the change taking into consideration their admission requirements and capacity.

Class Attendance and Participation

Class participation and attendance are important elements of every student's learning experience at FUE. Students are expected to attend the classes regularly based on the university's policy.

The course instructor is responsible for monitoring the student's attendance and participation during the entire course based on his/her fair assessment. In accordance with the University's regulations, the student should not miss more than 25% of the scheduled lectures during a semester. For that reason, the student who exceeds this limit he/she will be deprived from entering the final exam and will be assigned "F" grade. Any exceptional attendance cases are evaluated by the course instructor in compliance with the University regulations and rules. A student **who misses more than 25%** of the lectures and has a valid excuse due to documented health or family emergencies are allowed to withdraw from the course upon the approval of the faculty. The class attendance and participation rules are subject to the following:

- Attendance records take place at the beginning of the lectures regardless the period of drop/add and late registration periods.
- If a student attends the first part of the lecture and misses the second part, the instructor determines whether he/she will be considered absent/present for the entire lecture.
- A student who does not attend the final exam without a documented permission from the instructor is entitled a zero grade for that exam and fail grade consequently. However, the student may appeal to the instructor, based on proved and well documented excuses, may assign an "**incomplete**" grade instead of a fail "**F**" grade and will be examined at the first week of the new semester.

Code of Conduct

The following rules represent the faculty code of conduct that should be followed and abided by the student thoroughly; otherwise students will be penalized:

- Students must attend 75% of the total number of lectures and sections. Absence should not exceed 25%, otherwise, student will not be allowed to attend the final exams, and will result in recording of "F" as a final grade of the course.
- Leaving the class during the lecture for any insignificant or unreasonable purpose is not allowed as it causes disturbance for the professor and the students.
- Students' appearance is significant and they should attend their lectures & exams wearing appropriate cloths conforming with the university dress code (shorts and slippers are not allowed)
- Answering Mobile phones, drinking, eating and chewing gums are not allowed in classes during the lectures, tutorials and exams.
- Students should behave properly during the lectures; any deviant will be penalized by the professors.
- Students should enter the classroom before the instructor otherwise they won't be allowed in.
- Students are not allowed to use the computers of the Teaching Assistants, and their presence in the Teaching Assistants office should be only for academic purposes.
- Contacting the Professors should be during the assigned office hours.
- The text book assigned by the faculty should be considered as the primary reference for the student, in addition to other sources mentioned by the professors as complementary materials.
- Students' petitions should be handed-over to the faculty's secretary.

Academic Integrity Policy

Cheating

The student is subject to academic dishonesty in such cases:

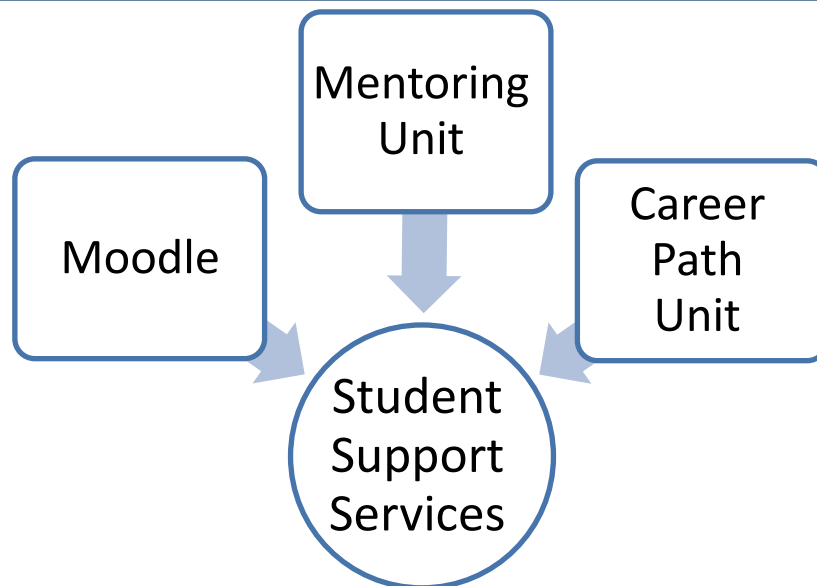
- Using unofficial notes and documents, aids, or information during the exam period;
- Copying another person's assignments
- Allowing another person to do one's own work and submitting it for grading

The course instructor preserves the right to take the required action in case of any academic integrity incident in compliance with the University regulations and rules.

Plagiarism

Students and all others who work with information, ideas, texts and images, music, inventions and other intellectual property owe their audience and sources accuracy and honesty in using, crediting and citing sources. As a community of intellectual and professional workers, the Faculty recognizes its responsibility for providing instruction in information literacy and academic integrity, offering models of good practice, and responding vigilantly and appropriately to violations of academic integrity. Accordingly, academic dishonesty is prohibited in FUE, Faculty of Commerce and Business Administration and is punishable by penalties, including failing grades, suspension and dismissal.

Student Support Services



1) Moodle

Moodle (Modular Object-Oriented Dynamic Learning Environment) is a learning platform designed to provide educators, administrators and learners with a single robust, secure and integrated system to create personalized learning environments. Moodle is the official Electronic Teaching and Learning tool at FUE. With Moodle, FUE students access Multimedia course-related materials, such as Power Point presentations, reading materials, videos, and links to related resources on line. Quizzes, assignments and discussions can be handled outside the classroom. Email exchange, on-line class, and asynchronous forum can be managed through Moodle, to provide excellent communication within students and between students and their instructors.

Students login to Moodle through the URL: <http://moodle.fue.edu.eg/> using their assigned student's user name and password.

For any query on Moodle, contact Dr. Ghada Refaat (ghada.refaat@fue.edu.eg)

2) Mentoring Unit

The Student Mentoring Unit is liable to advise, guide and support students to succeed in their academic endeavors, especially those facing academic difficulties. The unit offers academic skills enhancement workshops, peer and professional guidance and support, and individual sessions to assist students with serious academic challenges that may threaten their academic status.

The student Mentoring Unit offers the following services to FUE students:

- Individual Meetings: To address student academic difficulty, design a plan to meet each individual's unique needs and review his/her progress
- Workshops: Academic skill enhancement workshops, as well as emotional intelligence workshops, are offered weekly to any interested students throughout the year.
- Meetings: The unit contacts and facilitates meetings with faculty, parents and other related individuals to ensure a supportive environment.
- Special Services: Students with learning disabilities or other special needs may receive additional services, including referrals for assessment and the necessary support to ensure their success.
- E-Mail Support: Students may email their mentoring-related questions and receive an answer within 24 hours.

The Mentoring Team Unit Members

Mentoring Unit Mentors are:

Dr. Sherine El Sakka - Head of the mentoring unit.

Ms. Salma Adam – Teaching Assistant.

Ms. Marina Adel - Teaching Assistant

Ms. Jaillan Sarhan - Teaching Assistant

Ms. Lara Ayman - Teaching Assistant

Mentoring Unit Mentees are:

- Students on academic probation.
- Students who face academic difficulties.
- Students interested to enhance their academic skills.

- Students under academic alert or probation (**below CGPA 2.0**)

Mentoring Procedures

Students with low CGPA are regularly mentored throughout the semester on the following schedule:

- During the Advising period, the mentoring team, with the student, is responsible to choose the suitable courses in order to enhance his/her CGPA.
- The first 4 weeks of the semester is designated to inform students about their academic status, listen to their problems, calculate needed CGPA, offer guidance and put a plan for the semester ahead.

*So kindly, coordinate with the mentoring unit considering any problem of the above we are willing to help to return our students to the right track. **Our mentoring unit is located on the Third floor room C 4.5***

3) Career Path Unit

In Fall 2015, Business Career Path Unit was established at the FCBA, aiming to ensure students' access to career services, and to create the link between students and employers. This is especially vital for business students given the importance of professional experience and long-term placement. Career Path Unit will operate in the coming academic semester and it intends to: provide jobs for FCBA graduates from all the majors in reputable and well-known companies, as well as to provide internships for undergraduates during the summer vacation. In summer 2016, the Career Path Unit Team managed made agreements with Vodafone, CIB Bank, National Bank of Egypt, Inkompass.org and EMIC. These companies provided a number of FCBA students with a summer internship for two months.

Moreover, **the unit team of the career path** has a page on Facebook with a reach of 300 FUE student and graduate where the team posts up to date vacancies from very reputable organizations in Egypt.

Extra-Curricular Activities

The Student Life Department at Future University in Egypt offers student support, advice and guidance for national and international students on activities, social work, disability issues and social counseling. In addition we offer information and guidance concerning the student union and cultural services such as music, playing instruments, drama, acting, chorus courses, various clubs and other organizations.

Cultural Clubs

Cultural clubs are the gateway to students with interests and talent for acting, screenplay writing and music. The university assists by offering the students the chance to get trained by professional directors and to participate in competitions – local and international. The university provides the necessary facilities and space to give the students the opportunity to shine.

The FUE theatre is the corner stone for cultural clubs. Events, debates and trips are all a part of what the university will assist with to enhance the performance and activities of the cultural clubs.

Athletic Clubs

Sports are as important as academics. Building a sound body is as important as building a sound mind. FUE sports clubs are here to highlight and support this belief. The university supports individual and team sports by organizing tournaments, sport competitions, and fitness classes at FUE gym. You don't have to be an athlete yourself to join the athletic clubs, it is only enough that you love sports.

Artistic Clubs

Artistic clubs offer support, advice and guidance to students at FUE with a special interest in art in its various forms and aim at providing the opportunity for students to find the proper venue to express and develop their artistic talents. Artistic Clubs at FUE allow potentially talented individuals to work together, enriching each other through cooperation and friendly competition

Social Clubs

Social Clubs aim to integrate FUE students in the social life of FUE campus. FUE encourages active involvement in community issues to raise students' awareness of society towards achieving a socially aware and a socially active Individual. Social Clubs offer the opportunity to participate and they extend a helping hand to those less fortunate. Becoming a socially active individual enriches the life experience of a student and balances his view of the world. So take the chance to learn, see and experience more.

How to get involved in student life activities

Campus life welcomes everyone. Here is what you do:

- Bring two personal photos.
- Pick up a registration form for the type of activity you are interested in from the student life office.
- Fill out the registration form, attach the pictures and hand back to the student life office.
- Regularly check the activities board as results will e posted based on the choices made by the students and other announcements regarding the special events, trips, and news.

For more information, please visit the Student Life Department Office.





















