



Student Academic Handbook (FIBH)

Academic Year

2021/2022

www.ejust.edu.eg

Academic Calendar 2021-2022

Table 1 Academic Calendar

EJUST 2021-2022 Academic Year Calenc		
Academic Event	Date	
Fall 2021		
Course Registration Start	Sunday	17/10/2021
Lectures' Start		
Course Registration End	Sunday	24/10/2021
Add and Drop Start		
Add and Drop End	Thursday	04/11/2021
Midterm Exams	Saturday-Thursday	18-23/12/2021
Course Withdrawal End	Thursday	30/12/2021
Revolution Day 25 January	Thursday	27/01/2022
Final Term Exams	Saturday-Thursday	12/02/2022 to 24/02/2022
Term Break	Sunday-Thursday	27/02/2021 to 10/03/2022
Spring 2022		
Course Registration start	Sunday	06/03/2022
Lectures' Start		
Course Registration End	Sunday	13/03/2022
Add and Drop Start		
Add and Drop End	Thursday	24/03/2022
Easter Holiday	Sunday-Monday	24-25/04/2022
Labor Day	Sunday	01/05/2022
Eid Al-Fitr	Tuesday-Thursday	03-05/05/2022
Midterm Exams	Saturday-Thursday	07-12/05/2022
Course Withdrawal End	Thursday	19/05/2022
Eid Al-Adha	Saturday-Thursday	19-14/07/2022
Final Term Exams	Saturday-Thursday	02/07/2022 to 07/07/2022 + 16/07/2022 to 21/07/2022



1. Study at E-JUST

1.1 E-JUST Mission

- To become a role model for graduate education and research institutions in Egypt by fostering the Japanese educational standards, policies, and systems. In this regard, EJUST will foster links of collaboration between the Egyptian and Japanese academic institutions.
- To award academic degrees to EJUST's special graduates a high status of international recognition and accreditation certificates from local and international accrediting bodies.
- To contribute in the enhancement and improvement of human resources in the region, by providing high level educational system and to offer pragmatic and innovative solutions for human needs.
- To promote and support the establishment of a strong business, technical and commercial ties between Japanese industries and organizations, and their counterparts in countries and regions which are served by E-JUST.

Faculty of International Business and Humanities (FIBH)

Mission

- To provide superior educational system for business and humanities students at higher education and research level in Egypt and the region, by fostering the Japanese educational standards and offering pragmatic and innovative solutions. We strive to create the leaders of tomorrow who can bring creative, innovative, and entrepreneurial solutions for many of the local, national and regional problems.
- FIBH will have a global outlook, ethical understanding and the capacity to work effectively in an international business environment and support the establishment of strong business, technical and commercial ties between Japanese industries and organizations, and their counterparts in countries and regions which are served by E-JUST.

FIBH tracks

The Faculty of International Business and Humanities is currently consisting of four different programs:

- Program (1): Accounting and Information Technology
- Program (2): Human Resources Management
- Program (3): Investment and Finance
- Program (4): Marketing and International Business

(FIBH students will choose their Specialization program after their 2nd semester).

Academic Information and Notices from E-JUST



Table 2 Academic Information and Services

Office	Services	Office Hours
<ul style="list-style-type: none"> Academic Affairs Office & Student Affairs Office Main Campus, Administrative Building Office, Ground floor. 	<p><u>Academic Affairs Section</u> Course Registration, Classes, Examinations.</p> <p><u>Student Affairs Section</u> Scholarship and Career Support</p>	<p>Sunday till Thursday 9:30 am - 03:30 pm</p>

Notices from the Academic Affairs Office and Student Affairs Office

General Messages to students are sent by email to E-JUST Email address.

Academic Affairs Office and Student Affairs Office E-mail:

Admission Section: **info.admission@ejust.edu.eg**

Registration Section: **ug.registration@ejust.edu.eg**

Career Support Section: **career.support@ejust.edu.eg**

Faculty office hours and contact details

Each faculty member has allocated office hours in order to facilitate consultation and guidance relating to coursework. Students may visit faculty as necessary during these office hours.

Information on faculty office hours, locations and contact e-mail addresses will be shared among students by the instructors at the beginning of each semester.

Basic Academic Information

The following information contains details relating primarily to academic matters and Academic Office procedures.

Year Level and Graduation

Year Level

Faculty of International Business and Humanities: A student is transferred from level 1 to level 2 after successfully completing 33 credit hours, and from level 2 to level 3 after successfully completing 69 credit hours, from level 3 to level 4 after completing 106 credit hours.



Graduation

In order to graduate from E-JUST, students should fulfill all of the following requirements.

Faculty of international Business and Humanities: A student should successfully complete a minimum of **140 credit hours** to earn the Bachelor degree in Business, **with a minimum cumulative grade point average of 2.00.**

Degree

Those who have fulfilled graduation requirements will be **awarded a bachelor of Business degree.**

Overview of Academic Year

E-JUST academic year 2021/2022 begins in October. The academic year is divided into two main semesters. Registration and grade announcements are semester-based, released at the end of the semester. There may also be instances where classes and internships are scheduled on Saturdays or holidays.

Table 3 Overview of Academic Year

October	November	December	January	February	March	April	May	June	July	Note
Fall Semester					Spring Semester					Number of Weeks Excludes Midterm and Final Examination Weeks
15 Weeks					15 Weeks					

Credit System

Coursework at E-JUST is based on the credit system. The number of credits earned per course is determined by the Academic Plan and is based upon the number of class hours (including study conducted outside of class, homework, etc.).

1. Treatment of Class Absences

- **Applicable cases for official absence**
 1. Absence to attend practical training sessions held as part of a curricular course conducted by E-JUST.
 2. Absence for any other special cases according to above cases
*When such an instance occurs, it will be approved VPEAA.
- **Measures to be taken in the case of an official absence**

In order to avoid disadvantages due to official absence, the following measures shall be taken.

 1. Not count the class as an absence (do not include the class in the number of required days of attendance).
 2. Take measures as described below.



- Provide the student with any materials distributed during class.
 - Indicate the material covered during class and explain the key points.
 - Provide guidance for self-study.
 - Provide other guidance and/or assistance regarding the class, including an alternative for the tests or reports given during the class.
- **Application Procedure for Official Absence**
 1. Students submit the certificate or such documents from hosted institution stating their accepted period for training to the Academic Affairs Office.
 2. After Academic Affairs Office confirms the period of absence, a designated “Official Absence Form” will be sent by email. After the student has filled out the form, it has to be signed by the student and his academic advisor and submit it to student affairs office to take the approval of VPEAA.
 3. Student affairs office will send “Approved Absence Period” to the instructor in charge.

2. Special Consideration for Absence Other Than Official Absence

- **Cases in which special consideration will be given**
 - Extracurricular activities.
 - Death in the family member (relatives within the second degree of relationship)
 - Being involved in disaster.
 - Illness.
- **Measures to be taken in the case of absence other than an official absence**
 - **Absence associated with extracurricular activities**
 - Not count the class as an absence in case the student successfully completes the makeup assignment given by the course instructor.
 - Take measures as described below.
 - Provide the students makeup assignment equivalent to the quality of the missed classroom work.
 - Provide the student with any materials distributed during class.
 - Indicate the material covered during class and explain the key points.
 - Provide guidance for self-study.
 - Provide other guidance and/or assistance regarding the class, including an alternative for the tests or reports given during the class.

Absence by the death in the family member, disaster, or illness

- These absences are treated as an absence.
- Take measures as described below
 - Provide the student with any materials distributed during class.
 - Indicate the material covered during class and explain the key points.
 - Provide guidance for self-study.
 - Provide other guidance and/or assistance regarding the class, including an alternative for the tests or reports given during the class.



3. Special Consideration for Absence due to the Egyptian Law defined Infection Disease

- **Cases in which special consideration will be given**

Contracting an infectious disease as defined by the Egyptian Law

- **Measures to be taken in the case of absence due to the Egyptian Law Defined Infection Disease.**

- The university will take appropriate measures as defined in the Law for each appropriate situation. If a student is diagnosed by a medical doctor as having an infectious disease, the President of E-JUST shall suspend the student.
- These absences are treated as an absence.
- However, if there are many affected persons, the university may treat absences as “Official Absence” in order to preserve the safety of other students, faculty, and staff and prevent further spread of the disease. In such cases, students will receive a separate notification.
- Take measures as described below
 - Provide the student with any materials distributed during class.
 - Indicate the material covered during class and explain the key points.
 - Provide guidance for self-study.
 - Provide other guidance and/or assistance regarding the class, including an alternative for the tests or reports given during the class.

- **Application Procedure**

After recovery, students present the medical certificate directly to student affairs office.



Table 4 Treatment of Class Absences

Category	Case	Required document	Treatment of absence	Measures to be taken by course instructor
Official Absence	1) Absence to attend practical training sessions held as part of a curricular course conducted by E-JUST.	Certificate or such documents from hosted institution stating their accepted period for training	Not count the class as an absence	<ul style="list-style-type: none">• Provide the students with any materials distributed during class• Indicate the material covered during class and explain the key points• Provide guidance for self-study• Provide other guidance and /or assistance regarding the class, including an alternative for the tests or reports given during the class• Additional treatment for the case of 2.-1),• Provide makeup assignment equivalent to the quality of the missed classroom work
	2) Absence for any special cases equivalent to the above* ¹	Subject to be decided by the Education Council		
Other Than Official Absence	1) Absence associated with extracurricular activities	Proof of tournament participation (E-JUST prescribed form)	Not count the class as an absence in case the student successfully completes the makeup assignment given by course instructor	
	2) Absence by the death in the family member (relatives within the second degree of relationship)	Official proof of death	These absences are treated as an absence.	
	3) Absence by being involved in disaster	Disaster victim certificate		
	4) Absence by illness	Medical certificate		
	5) Absence by contracting an infectious disease as defined by the Egyptian Law* ²	Medical certificate		

* 1: When such an instance occurs, it will be deliberated at the Education Council

* 2: If there are a large number of affected persons, the university may treat absences as "Official Absence" in order to preserve the safety of other students, faculty, and staff and prevent further spread of the disease.

Study Support and Academic Advising

E-JUST offers a variety of study support options to support students in their independent study. We hope that all students will proactively make use of this support.

Academic Advising

An academic advisor will be assigned for each student. The academic advisor is responsible for:

1. Advising the student during his course work.
2. Clarify the articles of the bylaw to the student.
3. Helping the students in registration and the proper courses selection each semester.
4. Helping the student to select the elective courses relevant to the field he wishes to study.
5. Recommending any additional complementary courses that, in the opinion of the academic advisor, the student has to take.
6. Put the student who got GPA below 2.00 under observation and try to help him to raise his GPA by proper courses selection.
7. Help the student in add/drop courses and in withdrawal.

So please consult with your advisor if you want to ask about any academic issue.

Topics for Academic Advising

You can speak with an advisor on any issue, large or small. Please consider academic advising for the following topics, or for any other questions you wish to ask or concerns you might have:

- Unsure what to do now to prepare for your future.
- Unsure how to write reports.
- Trouble understanding in class.
- Having too many things you want to do and not knowing where to begin.
- Trouble completing credits.

Curriculum and Academic Plans (Faculty of International Business & Humanities)

Meaning of Curriculum

Curriculum is a determined requirement; the student has to fulfill all the requirements to obtain Bachelor of Business.

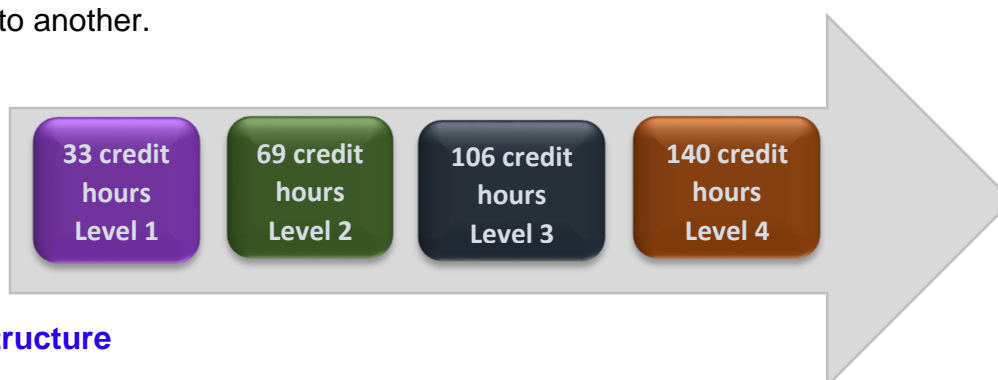
Graduation Requirement

The minimum number of credit hours required for obtaining the Bachelor of Business is 140 credit hours in not less than eight semesters and maximum of 8 years with a minimum cumulative grade point average of 2.00.

Year Levels and Curriculum Structure

Year Level

The following flow indicates number of credit hours required for each student to transfer from level to another.



Course Structure

The undergraduate courses are divided into three main groups as follows:

- University Requirements (UR) / Liberal Arts courses
- Faculty, School and Program (Track) Requirements courses
- Graduation Senior Project (Internship)

University Requirements (UR) / Liberal Arts courses

University Requirements (UR) courses which represent in the liberal arts courses contain four main categories (Arts and Humanities, Social sciences, Natural sciences and Key skills) and these categories have 12 core courses of 20 credit hours and at least 4 elective courses of 8 credit hours. The lists of these courses are given in the study plan attached as an Appendix of this book.

Faculty, School and Program (Track) Requirements courses

- Faculty requirement courses are studied by all the programs of faculty (common for all the schools of the faculty).

- School requirement courses are studied by all the programs of the school (common for all the programs of each school).
- Program requirement courses are studied by each program (not common in all the programs of each school).

Each program contains core courses and 8 credit hours elective courses. The students select the elective courses from a list of offered courses by each program. The Faculty requirements courses, the core courses and the elective courses of each program are given in the study plan attached as an Appendix of this book.

Graduation Senior Project (Internship)

In the final two semesters, students register Graduation Senior Project which includes practical experience through internships. The graduation senior project weighs 8 credit hours distributed equally at 2 semesters. One credit hour for the project is equivalent to 3 contact hours.

From Registration to Credit Completion

Course registration is the process of each student registering for courses they would like to take, as well as a declaration of intent. Course registration is the most important part of course planning, and is obligatory to attend classes, receive credit and for graduation. Course registration takes place in the beginning of each semester. Please refer to courses timetable and study plan sent by the Academic affairs Office in order to register for courses during the appropriate course registration period. Please use extra caution when registering for classes and for the registration deadline to ensure you are able to progress in your study plan.



Credit Registration Limits

There is a fixed maximum number of credits for which students may register each semester.

Please note that this number differs depending on the student Cumulative GPA (CGPA).

Registration will be according to the following [conditions](#) for FIBH:

1. In Fall - and Spring semesters: Normal students can register up to 20 credit hours FIBH.
2. **Students with CGPA less than 2.00 can register less credit hours. “Check probation and dismissal”.**
3. All new accepted students should register all the credit hours of the first semester. Provisional students can register up to **11 credit hours** based on the university's academic schedule along with English intensive course.

Important Note for Course Registration

1. Students cannot register over the credit limit per semester.
2. Students cannot register for subjects held during the same period on the same day.
3. Students may register for subjects that can be taken more than once or when they are approved for re-registration. Please refer to Course Repetition.
4. Before your registration for a course you have to check if it has any **prerequisite** or **co-requisite** courses (With your advisor).
5. Students cannot register a course without completing and attending the final exam of its prerequisite course (if any).
6. Students have to register the course and its co-requisite course (if any) in the same semester.
7. Courses may be cancelled in cases where the number of students registered for the subject does not satisfy the established minimum quota.

Registration Schedule

The registration for any course should take place during the two weeks preceding each semester, after satisfying all registration requirements and the payment of tuition fees set by the University Council.

Add & Drop / Withdraw

1. If a student wants to change his/her registered courses, he/she can change it **during the first two weeks** of the semester by **Adding or Dropping courses using the online registration system** and after consulting with his/ her academic advisor.
2. If a student wants to drop any course after the first two weeks, he/she can use the online registration system to **withdraw from any course** (in this case student will receive grade **“W”** in his/her transcript).
3. **Deadline to withdraw from the courses through the online registration in both fall / Spring Semester is before the end of the tenth week**
4. Any withdraw request after the deadline, student will receive grade **Withdrawn Failing “WF”** in his/her transcript and it will be counted in CGPA. Grade “W” will not affect the CGPA however the “W” will be mentioned at the transcript only for documentation. The W and WF course will be considered as a repeated course when the students register it in the future.

Course Repetition

- Courses in which a student received a grade of F, FW, W and WF should be repeated.
- Courses in which a student received a grade of D+, D may be repeated for improvement (based on the student's desire).
- If student repeats the course, he/she should attend the class lectures – labs and fulfill all course requirements.
- Repetition more than once requires the approval of the department chair.
- If a student takes the same course more than once, all grades will appear on the student's record.
- The student will receive credits for the most recently earned grade and will be used in computing the cumulative GPA.
- Student will pay the repeated course fees in addition to the semester fees.

Course and Laboratory Attendance

The student is not allowed to attend the final exam of a course unless he/she attended at least 75% of the study hours of the course. In this case, the student will be considered as "Forced Withdrawn" and the course will appear in his certificate as (FW), and will not be counted in calculating the CGPA.

Probation and Dismissal

If you Got CGPA less than 2.00:

- You will be considered as **Under Probation** student.
- You Can Register Less Credits per semester (Fall and/or Spring) as **14 credit hours**.
- To end under probation period your **Cumulative GPA must raise to 2.00 or more**.
- You are allowed to stay under probation for **6 semesters as maximum**. If your **CGPA remains below 2.00 at the end of the last probationary semester**, you will be academically dismissed.

Registration Advising

Advising for course registration process is always available at the Academic Affairs Office. When requesting assistance with course registration, please refer to the following guidelines. This will ensure the University is able to provide accurate support.

Office Contact

Please visit the Academic Affairs Office during office hours. As a rule, registration assistance is not provided via phone, as we cannot confirm a student's identity. Due to possible delays in a reply to email enquiries, in the case of an emergency, please come directly to Academic Affairs Office for assistance.

Academic Affairs	Office Hours
Sunday – Thursday (Main campus, Administrative building, Ground floor)	From 9:30 am to 03:30 pm

Documents to Bring

- Student ID

Preparation

- Please consider the topics you wish to talk about before coming to the Academic Affairs Office.
- **Please review the Student Academic Handbook for relevant information and rules.**

Future Plans and Goals

After fully understanding the content discussed, students are responsible for making their own decision in carrying out registration.

Examinations

Midterm Examination

Midterm Examinations are held according to the following schedule.

Midterm examination period	Fall and Spring Semester
	The 9 th week of semester

- Examinations shall be conducted separately for each subject by the course instructor of the subject. Only the courses with grade evaluation method of midterm examination in the bylaws/syllabus shall qualify for midterm examinations.
- The course instructor shall announce the exam results to the students in the next lecture of the exam week.
- Midterm examination schedules (including course, dates, times and rooms) are released each semester. Remember that the examinations take places at timings different from those classes are usually held at. Students are responsible for checking their examination schedule by themselves.
- Midterm examinations shall be conducted in writing. The students answer the questions in the exam sheet. There is no separate answer sheet
- Midterm examinations can only be taken by persons with current student status at the time of the examination and only in the subjects in which they are enrolled.
- Notwithstanding the preceding paragraph, students who are suspended at the time of the examination are not eligible.

Final Examinations

Final Examinations are held according to the following schedule.

Action	Fall and Spring Semester
Announcement of final examination schedule	One week before the final examination
Final examination period	The 17 th week of semester

1. Final examinations are held for each course per semester. These examinations are important in measuring students' progress in their daily studies and are based on independent study.
2. Final examination schedules (including course, dates, times and rooms) are released each semester. Remember that the examinations take places at timings different from those classes are usually held at. Students are responsible for checking their examination schedule by themselves.

Makeup Examinations

A student who couldn't take the final examination(s) due to an unavoidable reason listed below may be allowed to take makeup exams for up to five courses per semester.

Courses with the Grade Evaluation Method of "Final Examination" in the Syllabus/Bylaws qualify for makeup examinations.

* Tests or quizzes administered in classes, or subjects that are assessed solely by report examinations do NOT qualify for makeup examinations.

Valid Reasons for Applying to Makeup Exams

Table 5: Valid Reasons for Applying to Makeup Exams

Reason for Not Taking Final Exam	Required Documents and Information
1) Illness of the examinee*1	1) Medical certificate (including the examination date).
2) Bereavement leave (spouse and first or second degree relative)	2) Official death certificate (up to 7 days from the date of death of the first degree relative or spouse inclusive of Fridays/national holidays, or up to 5 days from the date of death of the second degree relative inclusive of Fridays and national holidays).
3) Natural or man-made disaster	3) Disaster victim certificate.
4) Extracurricular activity	4) The form will be subject to decision by the Education Council (or delegated to VPEAA).
5) Other unavoidable grounds*2	5) The form will be subject to decision by the Education Council (or delegated to VPEAA).

*1. The treatment of students with infectious diseases will be set forth separately.

*2. Decisions will be made by the Education Council (or delegated to VPEAA).

Schedule of Makeup Examination

- Makeup examinations will be held on or after five working days after the final day of examination (inclusive of the examination date).
- Students cannot specify a date for a makeup examination.
- No excuse accepted after the second exam date (makeup exam).

How to Request Makeup Examination

Students must submit requests for makeup examinations before the examination day of the subject. If, for reasons beyond their control, students are unable to make the request beforehand, they must do so within three days (excluding Fridays and Saturdays) after the examination date (inclusive of the examination date).

(1) Required Documents:

- A makeup examination request form
- Necessary evidential documentation
- Valid Reasons and Required Evidential Documents to Qualify for Makeup Examination.

(2) Required Procedures:

- Make a request to Academic Affairs Office for a makeup examination before the deadline. Bring all necessary certificates and evidential documentation.
* Even if students cannot obtain the necessary evidential documentation or students are unable to come to campus by the deadline, students must consult with the Academic Affairs Office before the deadline.
- Students will be given a makeup examination request form if students are eligible to make a request. Students should fill out the request form, and submit the form with the necessary evidential documentation by the deadline.
* If the request is subject to review by the Educational Council, students will be asked to submit only the request form.
- Academic Affairs Office will examine and approve the requests in case of reason 1), 2) and 3) in the above table (Valid reasons). These requests will be reported to VPEAA weekly and the nearest Education Council by Academic Affairs Office. The requests in case of reason 4) or 5) in the above table (Valid reasons) will be approved by the nearest Education Council or by VPEAA if the nearest Education Council will be badly timed.
- Students who are granted to take makeup examinations will receive a stamped admission ticket for makeup examination.
- Students must bring their admission ticket for the makeup examination together with their Student ID when they take the makeup examination.
* The admission ticket and student ID are also required upon submission of a makeup report examination.
- Makeup examination will be conducted in the same manner as final examination following the flow chart of UG final examination.

Precautions regarding Midterm, Final and Makeup Examination Procedures

- Place student ID on the desk with the photograph side up.
- Follow the directions of course instructor.
- Do not engage in any improper conduct as defined below or any actions that may be construed as improper conduct.
- Mobile phones, smartphones, smart watches, etc. can't be used in the examination classrooms even as a clock and must be turned off.
- A student arriving more than 30 minutes late after the start of an exam will not be admitted to the examination room.

- Examinees may leave the examination venue after at least a half of examination has elapsed since the start of the examination and if permitted by the course instructor.

Improper Conduct

Improper conduct in examination venue is conduct that falls into any of the following categories:

- Revealing an answer to another examinee
- Exchanging answers with another examinee
- Possessing and/or using a cheat sheet
- Using notes, reference materials, a dictionary or other material that is not permitted in the examination venue
- Using a mobile telephone, personal computer, electronic dictionary, or other information and communications device
- Writing on personal effects, a desk or the like in advance and/or using such writing
- Talking or peeping
- Using or acting as a stand-in examinee
- Entering false information on an answer sheet, attendance list or other material, or deliberately failing to write one's name on an answer sheet
- Failure to submit answer sheets by taking them out of the examination venue, destroying them or other
- Failure to follow the directions of a proctor in regard to the production of answers
- Other conduct that is judged to obstruct the fair implementation of an examination

Treatment of improper conduct

A student who has engaged in improper conduct in a midterm examination will be subject to E-JUST Student Disciplinary Regulations.

Evaluation and Grades

Grading System

The final grade and the grade point in a course are based on the total aggregate of marks earned from all activities done in the course.

Grading System of FIBH and University Requirements and Liberal Arts Courses

Final grades for FIBH courses and University Requirements and Liberal Arts Courses shall be recorded as shown in **Table 6**.

Percentage Marks		Grade	
≥ 95%	Excellent	4.00	A+
≥ 90%-less than 95%		3.70	A
≥ 85%-less than 90%	Very good	3.30	B+
≥ 80%-less than 85%		3.00	B
≥ 75%-less than 80%	Good	2.70	C+
≥ 70%-less than 75%		2.30	C
≥ 65%-less than 70%	Pass	2.00	D+
≥ 50%-less than 65%		1.70	D
Less than 50%	Fail	1.00	F

Other Grades

In addition to the above grades, the following grades may appear in the student transcript:

W	Withdrawn	Student was enrolled in a credit course and withdrew from the course before the tenth week in the fall and spring semesters.
WF	Withdrawn Failing	Student was enrolled in a credit course and withdrew from the course after the tenth week in the fall and spring semesters
FW	Forced withdrawal	Students who do not achieve the minimum attendance of the course sessions (75%)

A course in which the grade F, FW, W or WF is received will not be counted toward degree requirements.

GPA

Semester GPA

The semester GPA is the sum of all quality points (quality points of a course = course credit hours' x grade points of the course) for one semester for grades A+, A, B+, B, C+, C, D+, D, WF, and F divided by the sum of all corresponding semester credit hours.

- How to calculate Semester GPA

$$\frac{(\text{No. of A+ credits} \times 4) + (\text{No. of A credits} \times 3.7) + (\text{No. of B+ credits} \times 3.3) + (\text{No. of B credits} \times 3) + (\text{No. of C+ credits} \times 2.7) + (\text{No. of C credits} \times 2.3) + (\text{No. of D+ credits} \times 2) + (\text{No. of D credits} \times 1.7) + (\text{No. of F, WF credits} \times 1)}{\text{Registered credits for given semester}}$$

Cumulative GPA

The cumulative GPA is computed similarly using all the grades received by the student. It is calculated from the time of a student's enrollment through to a student's last semester.

- How to calculate Cumulative GPA

$$\frac{(\text{No. of A+ credits} \times 4) + (\text{No. of A credits} \times 3.7) + (\text{No. of B+ credits} \times 3.3) + (\text{No. of B credits} \times 3) + (\text{No. of C+ credits} \times 2.7) + (\text{No. of C credits} \times 2.3) + (\text{No. of D+ credits} \times 2) + (\text{No. of D credits} \times 1.7) + (\text{No. of F, IF, WF credits} \times 1)}{\text{Total Credits Hours Gained}}$$

Notification Result

Students are notified with the result through the system after the approval of the final result.

Grade Re-Confirmation Application

Students may make appeals regarding their grades if they find the followings on the transcript after the grades are issued:

- Register for the course but did not receive a grade
- Did not register for the course but received a grade.
- Registered for the course and met the grading criteria based on the syllabus/ bylaws but received an "F" grade. In this case, student can submit a grade-reconfirmation application

How to make an application

- The student fills the application form for the grade re-confirmation signed by him/her and submits it to Academic Affairs Office.
- The student must pay fees of 200 EGP for making an inquiry.
- Student can't review his/her answer sheet. This job is done by the course instructor and the control team only.

Scholarships

Excellence Scholarships

Students who have any excellence scholarships must get GPA 3.0 to keep their scholarship.

Certificates

Types of Certificates and Fee

Transcripts and other certificates can be requested from Student Affairs Office.

Student shall pay the document fees according to the table below.

Table 8: Types of Certificates and Fee

Type of Certificates	Fee per copy
Academic Transcript	250 EGP
Certificate of Enrollment	100 EGP
Course Description	400 EGP
Other General Statement	100 EGP
Suspension for one semester	1500 EGP

Certificate Issue Times

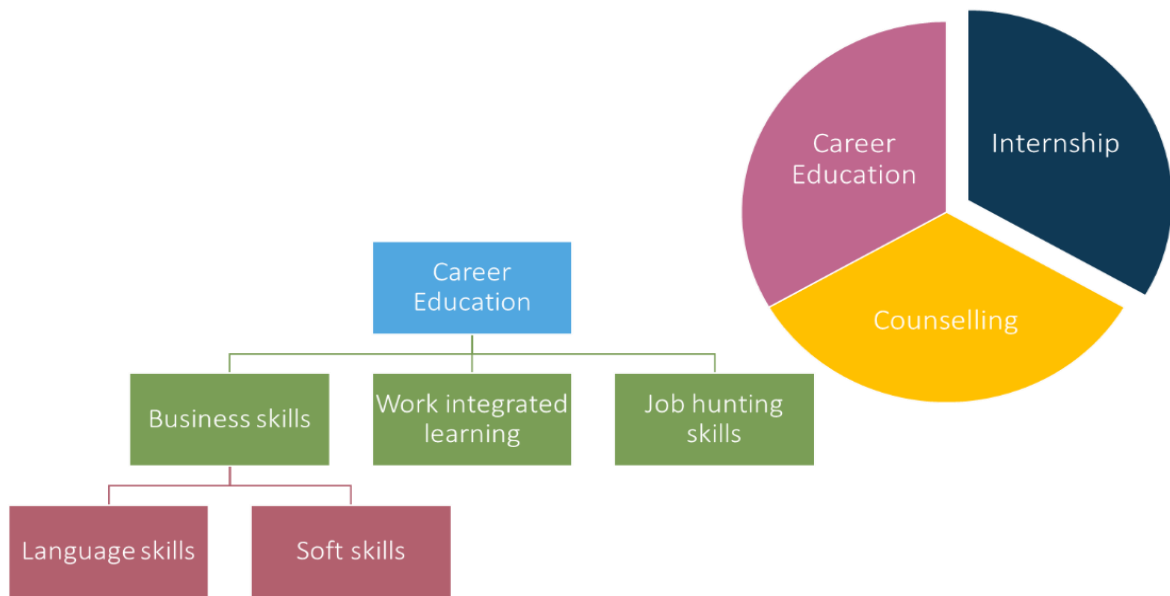
1. Certificates are issued and given to you in **3 working days (excluding weekends and holidays) after Student Affairs Office has received the receipt of payment the fees.**
2. **Certificates cannot be issued on the same day.**
3. Depending on the type of certificate, additional time may be required.
4. Student must submit martyr label (طابع شهيد) for any requested document. "From any post office"

How to Apply for Certificates

1. Applications for certificates are accepted by email.
2. Applications by telephone are not accepted.
3. Please present your student ID card when requesting any document.

Career Support Activities

Career Education:



- **Raise Awareness:** E-JUST has been working on raising awareness of career planning during students' period of study at E-JUST by equipping them with tools required to make them competitive in the job market.
- **Lectures form from various professionals:** E-JUST always welcomes business professionals from outside E-JUST to increase student knowledge about real business fields and the nature of business environments, stressing on what they need to do to build themselves during their study period. Visits by various companies are most welcome for developing a career-oriented mind among E-JUST Students.
- **Improve business and soft skills:** E-JUST undergraduate students have a chance to participate in specialized programs such as entrepreneurship as well as developing special skills such as language and communication, etc.



Counseling:

Individual counseling meetings designed to facilitate students' achievement, improve their behavior and attendance, and help them develop socially and academically.

Internships:

- More than half of E-JUST 2nd year undergraduate students have experienced the first internship opportunities during Spring 2019. They are enthusiastic to join more. It would be highly appreciated if you have interest and contact us to accept E-JUST interns at your workplace!
- Past internships:

PHARCO, Enppi, SIDPEC, ETHYDCO, Toyota, Mega Trust



Appendix

Study Plans and Elective Courses of FIBH Programs

Study Plan for Semester 1: Semester 2 (All Programs)								
Semester No.	Course Code	Course Name	Cr. Hrs.	Lect.	Tut	Lab	Contact Hrs.	Exam Period
1	LRA101	Japanese Culture	2	2	0	0	2	-
	LRA405	Key Skills Seminar 1	2	2	0	0	2	-
	LRA401	Japanese Language (1)	1	0	0	2	2	-
	MTH112	Business Mathematics (1)	3	2	2	0	4	3
	ECO111	Microeconomics	3	2	2	0	4	3
	MGT111	Principles of Management	3	2	2	0	4	3
	ACC111	Accounting Principles	3	2	2	0	4	3
	Total		17	12	8	2	22	
2	LRA402	Japanese Language (2)	1	0	0	2	2	-
	LRA103	Fine Arts Appreciation, Drawing and Paintings	2	2	0	0	2	-
	LRA406	Key Skills Seminar	2	2	0	0	2	-
	ECO121	Macroeconomics with International Applications	3	2	2	0	4	3
	HUM121	Introduction to Human Behavior	2	2	0	0	2	2
	MTH122	Business Mathematics (2)	3	2	2	0	4	3
	ACC121	Introduction to Management Accounting	3	2	2	0	4	3
	Total		16	12	6	2	20	

Study Plan of School of International Business (Accounting and Information Technology Track) (Semester 3 : Semester 8)

Semester No.	Course Code	Course Name	Cr. Hrs.	Lec.	Tut	Lab	Total Contact Hrs	Exam Period
3	LRAxxx	UR Elective (1)	2	2	0	0	2	-
	LRA201	Introduction to Economics and Sustainable Development	2	2	0	0	2	-
	LRA403	Japanese Language (3)	1	0	0	2	2	-
	STA231	Business Statistics (1)	2	1	2	0	3	2
	MGT231	Organizational Behavior with International Applications	3	2	2	0	4	3
	LAW231	Business Law	2	2	0	0	2	2
	MKT231	Introduction to Marketing	3	2	2	0	4	3
	ACC231	Intermediate Accounting (1)	3	2	2	0	4	3
	Total		18	13	8	2	23	
4	LRA202	Peace Studies	2	2	0	0	2	-
	LRAxxx	UR Elective (2)	2	2	0	0	2	-
	LRA223	UR Elective (3)	2	2	0	0	2	-
	LRA404	Japanese Language (4)	1	0	0	2	2	-
	HRM 241	Human Resources Management	3	2	2	0	4	3
	STA241	Business Statistics (2)	2	1	2	0	3	2
	FIN 241	Introduction to Finance	3	2	2	0	4	3
	ACC241	Intermediate Accounting (2)	3	2	2	0	4	3
	Total		18	13	8	2	23	
5	LRA 412	Japanese Language (5)	2	0	0	4	4	-
	MGT351	Introduction to International Business	3	2	2	0	4	3
	XXXXXX	FR Elective (1)	2	1	2	0	3	2
	ACC351	Costing Systems	3	2	2	0	4	3
	ACC352	Introduction to Tax Accounting	2	1	2	0	3	2
	IME 312	Operations Research	3	2	-	2	4	3
	CSE 532	Accounting Applications Development	3	2	-	2	4	3
	Total		18	10	8	8	26	
6	LRA 413	Japanese Language (6)	2	0	0	4	4	-
	CRC361	Japanese Business and Management Practices	2	2	0	0	2	2
	MGT324	Management Information Systems	3	2	-	2	4	3
	IEM 316	Production and Operations Management	3	2	2	0	4	3
	FIN 361	Financial Management and Control Systems	3	2	2	0	4	3
	ACC 361	Analysis and Design of Business Information Systems	3	2	-	2	4	3
	ACC 362	Advanced Financial Accounting	3	2	2	0	4	3
	Total		19	12	6	8	26	
7	LRAXXX	UR Elective (4)	2	2	0	0	2	-
	MGT471	Strategic Management	3	2	2	0	4	3
	MGT472	E-Business	3	2	-	2	4	3
	ACC471	Database Design and Management	3	2	-	2	4	3
	ACC472	Senior Project (Internship 1)	4	0	2	6	8	-
	ACCXXX	Specialization Elective (1)	3	2	2	0	4	3
	Total		18	10	6	10	26	
8	IEM421	Supply Chain and Logistics Management	3	2	-	2	4	3
	ACC481	Advanced Management Accounting	3	2	2	0	4	3
	ACC482	Auditing Computerized Systems	3	2	2	0	4	3
	ACC483	Senior Project (Internship 2)	4	0	2	6	8	-
	ACCXXX	Specialization Elective (2)	3	2	2	-	4	3
	Total		16	8	8	8	24	

Study Plan of School of International Business (Human Resources Management Track) (Semester 3:Semester 8)

Semester	Course Code	Course Name	Cr. Hrs.	Lec.	Tut	Lab	Total Contact Hrs.	Exam Period
3	LRAxxx	UR Elective (1)	2	2	0	0	2	-
	LRA212	Economics and Sustainable Development	2	2	0	0	2	-
	LRA403	Japanese Language (3)	1	0	0	2	2	-
	STA231	Business Statistics (1)	2	1	2	0	3	2
	MGT231	Organizational Behavior with International Applications	3	2	2	0	4	3
	LAW231	Business Law	2	2	0	0	2	2
	MKT231	Introduction to Marketing	3	2	2	0	4	3
	HRM231	Leadership	3	2	2	0	4	3
	Total		18	13	8	2	23	
4	LRA202	Peace Studies	2	2	0	0	2	-
	LRAxxx	UR Elective (2)	2	2	0	0	2	-
	LRA223	UR Elective (3)	2	2	0	0	2	-
	LRA404	Japanese Language (4)	1	0	0	2	2	-
	HRM241	Human Resources Management	3	2	2	0	4	3
	STA241	Business Statistics (2)	2	1	2	0	3	2
	FIN 241	Introduction to Finance	3	2	2	0	4	3
	ACC362	Career Management	3	2	2	0	4	3
	Total		18	13	8	2	23	
5	LRA 412	Japanese Language (5)	2	0	0	4	4	-
	MGT351	Introduction to International Business	3	2	2	0	4	3
	XXXXXX	FR Elective (3)	2	1	2	0	3	2
	ACC351	Costing Systems	3	2	2	0	4	3
	ACC352	Introduction to Tax Accounting	2	1	2	0	3	2
	IME 312	Operations Research	3	2	-	2	4	3
	HRM352	International Human Resources Management	3	2	-	2	4	3
	Total		18	12	8	8	26	
6	LRA 413	Japanese Language (6)	2	0	0	4	4	-
	CRC361	Japanese Business and Management Practices	2	2	0	0	2	2
	MGT324	Management Information Systems	3	2	-	2	4	3
	IEM316	Production and Operations Management	3	2	2	0	4	3
	FIN 361	Financial Management and Control Systems	3	2	2	0	4	3
	HRM361	Developing Human Resources	3	2	2	0	4	3
	HRM362	Performance Management	3	2	2	0	4	3
	Total		19	14	8	6	26	
7	LRAXXX	UR Elective (4)	2	2	0	0	2	-
	MGT471	Strategic Management	3	2	2	0	4	3
	MGT472	E-Business	3	2	-	2	4	3
	HRM471	Strategic Human Resources Management	3	2	2	-	4	3
	HRM472	Senior Project (Internship 1)	4	0	2	6	8	-
	HRMXXX	Specialization Elective (1)	3	2	2	0	4	3
	Total		18	10	8	8	26	
8	IEM421	Supply Chain and Logistics Management	3	2	-	2	4	3
	HRM481	Employees Relations in Egypt and Japan	3	2	2	0	4	3
	HRM482	Diversity management	3	2	2	0	4	3
	HRM483	Senior Project (Internship 2)	4	0	2	6	8	-
	HRMXXX	Specialization Elective (2)	3	2	2	0	4	3
	Total		16	8	8	8	24	

Study Plan of School of International Business (Investment and Finance Track) (Semester 3:Semester 8)								
Sem este	Course Code	Course Name	Cr. Hrs.	Lec.	Tut	Lab	Total Contac & Lab	Exam Period
3	LRAxxx	LRA Elective (2)	2	2	0	0	2	-
	LRA201	Introduction to Economics and Sustainable Development	2	2	0	0	2	-
	LRA403	Japanese Language (3)	1	0	0	2	2	-
	STA231	Business Statistics (1)	2	1	2	0	3	2
	MGT231	Organizational Behavior with International Applications	3	2	2	0	4	3
	LAW231	Business Law	2	2	0	0	2	2
	MKT231	Introduction to Marketing	3	2	2	0	4	3
	ACC231	Intermediate Accounting (1)	3	2	2	0	4	3
	Total		18	13	8	2	23	
4	LRA202	Peace Studies	2	2	0	0	2	-
	LRAxxx	UR Elective (2)	2	2	0	0	2	-
	LRA223	UR Elective (3)	2	2	0	0	2	-
	LRA404	Japanese Language (4)	1	0	0	2	2	-
	HRM241	Human Resources Management	3	2	2	0	4	3
	STA241	Business Statistics (2)	2	1	2	0	3	2
	FIN 241	Introduction to Finance	3	2	2	0	4	3
	ACC241	Intermediate Accounting (2)	3	2	2	0	4	3
	Total		18	13	8	2	23	
5	LRA412	Japanese Language (5)	2	0	0	4	4	-
	MGT351	Introduction to International Business	3	2	2	0	4	3
	XXXXXX	FR Elective (1)	2	1	2	0	3	2
	ACC351	Costing Systems	3	2	2	0	4	3
	ACC352	Introduction to Tax Accounting	2	1	2	0	3	2
	IME312	Operations Research	3	2	-	2	4	3
	FIN351	Financial Risk Management	3	2	-	2	4	3
	Total		18	10	8	8	26	
6	LRA413	Japanese Language (6)	2	0	0	4	4	-
	CRC361	Japanese Business and Management Practices	2	2	0	0	2	2
	MGT324	Management Information Systems	3	2	-	2	4	3
	LEM316	Production and Operations Management	3	2	2	0	4	3
	FIN361	Financial Management and Control Systems	3	2	2	0	4	3
	FIN362	Information Technology for Finance	3	2	-	2	4	3
	FIN363	International Finance	3	2	2	0	4	3
	Total		19	12	6	8	26	
7	LRAXXX	UR Elective (4)	2	2	0	0	2	-
	MGT471	Strategic Management	3	2	2	0	4	3
	MGT472	E-Business	3	2	-	2	4	3
	FIN471	Financial markets and Institutions	3	2	-	2	4	3
	FIN472	Senior Project (Internship 1)	4	0	2	6	8	-
	FINXXX	Specialization Elective (1)	3	2	2	0	4	3
	Total		18	10	6	10	26	
8	LEM421	Supply Chain and Logistics Management	3	2	-	2	4	3
	FIN481	Business Analysis and Valuation	3	2	2	0	4	3
	FIN482	Financial Portfolio Management	3	2	2	0	4	3
	FIN483	Senior Project (Internship 2)	4	0	2	6	8	-
	FINXXX	Specialization Elective (2)	3	2	2	-	4	3
	Total		16	8	8	8	24	

Study Plan of School of International Business (Marketing and International Business Track) (Semester 3:Semester 8)

Semester	Course Code	Course Name	Cr. Hrs.	Lec.	Tut	Lab	Total Contact	Exam Period
3	LRAxxx	UR Elective (1)	2	2	0	0	2	-
	LRA201	Economics and Sustainable Development	2	2	0	0	2	-
	LRA403	Japanese Language (3)	1	0	0	2	2	-
	STA231	Business Statistics (1)	2	1	2	0	3	2
	MGT231	Organizational Behavior with International Applications	3	2	2	0	4	3
	LAW231	Business Law	2	2	0	0	2	2
	MKT231	Introduction to Marketing	3	2	2	0	4	3
	ACC232	Consumer Behavior	3	2	2	0	4	3
	Total		18	13	8	2	23	
4	LRA202	Peace Studies	2	2	0	0	2	-
	LRAxxx	UR Elective (2)	2	2	0	0	2	-
	LRA223	UR Elective (3)	2	2	0	0	2	-
	LRA404	Japanese Language (4)	1	0	0	2	2	-
	HRM241	Human Resources Management	3	2	2	0	4	3
	STA241	Business Statistics (2)	2	1	2	0	3	2
	FIN241	Introduction to Finance	3	2	2	0	4	3
	MKT241	Services Marketing	3	2	2	0	4	3
	Total		18	13	8	2	23	
5	LRA412	Japanese Language (5)	2	0	0	4	4	-
	MGT351	Introduction to International Business	3	2	2	0	4	3
	XXXXXX	FR Elective (1)	2	1	2	0	3	2
	ACC351	Costing Systems	3	2	2	0	4	3
	ACC352	Introduction to Tax Accounting	2	1	2	0	3	2
	IME312	Operations Research	3	2	-	2	4	3
	MKT351	Integrated Marketing Communication	3	2	-	2	4	3
	Total		18	10	8	8	26	
6	LRA413	Japanese Language (6)	2	0	0	4	4	-
	CRC361	Japanese Business and Management Practices	2	2	0	0	2	2
	MGT324	Management Information Systems	3	2	-	2	4	3
	IEM316	Production and Operations Management	3	2	2	0	4	3
	FIN361	Financial Management and Control Systems	3	2	2	0	4	3
	MKT361	Pricing Strategy	3	2	2	0	4	3
	MKT362	International Marketing	3	2	2	0	4	3
	Total		19	12	8	6	26	
7	LRAXXX	UR Elective (4)	2	2	0	0	2	-
	MGT471	Strategic Management	3	2	2	0	4	3
	MGT472	E-Business	3	2	-	2	4	3
	MKT471	Marketing of HighTech Products & Innovation	3	2	2	-	4	3
	MKT472	Senior Project (Internship 1)	4	0	2	6	8	-
	MKTXXX	Specialization Elective (1)	3	2	2	0	4	3
	Total		18	10	8	8	26	
8	IEM421	Supply Chain and Logistics Management	3	2	-	2	4	3
	MKT481	Green Marketing	3	2	2	0	4	3
	MKT482	Marketing Research	3	2	2	0	4	3
	MKT483	Senior Project (Internship 2)	4	0	2	6	8	-
	MKTXXX	Specialization Elective (2)	3	2	2	0	4	3
	Total		16	8	8	8	24	

Elective Courses of FIBH

1-University Requirements (Liberal Arts) Elective Courses

The student is free to select one/ course of two credit hours from each of the following four categories:

Code	Course Name	Prerequisites	Cr Hrs.
Arts and Humanities (UR Elective 1)			
LRA111	Introduction to Philosophy	none	2
LRA104	Music and Technology	none	2
LRA105	Theater and Drama	none	2
LRA106	Physical Education	none	2
LRA107	Selected topics in Japanese arts	none	2
LRA108	Art and Architecture of Ancient Egypt	none	2
LRA109	Introduction to Cultural Anthropology	none	2
LRA110	Modern Egyptian History	none	2
Social Sciences (UR Elective 2)			
LRA203	Entrepreneurship and Innovation	none	2
LRA204	Public Policy.	none	2
LRA205	Egyptian Business Regulations	none	2
LRA206	Sociology of work	none	2
LRA207	African and Middle Eastern studies	none	2
Natural Sciences (UR Elective 3)			
LRA301	Environmental and Earth Science	none	2
LRA302	Introduction to Life Sciences	none	2
LRA303	Introduction to Environmental Biology	none	2
LRA304	Water and Politics in Africa and Middle East	none	2
LRA305	Astronomy and Space Science	none	2
LRA306	Natural Resources and Sustainability	none	2
Key Skills (UR Elective 4)			
LRA405	English Language	none	2
LRA 407	Advanced Japanese Language	LRA406	2
LRA406	Arabic Language	none	2
LRA407	Research Methods	none	2
LRA408	Fundamentals of Communication	none	2
LRA409	Transformational Leadership	none	2

2. Faculty and Program Elective Courses

Code	Course Name	Pre-request	Credit Hours
1. FIBH Faculty Requirement Elective course			
The student should select one Elective Course (2 Cr. Hr.) from the following Faculty Requirement courses list.			
CRC112	Introduction to Social and Cultural Studies	none	2
CRC232	Japanese Literature	none	2
CRC234	Egypt Ancient History	none	2
CRC362	International Relations	none	2
Accounting and Information Technology Track Elective Courses			
The student should select Two Elective Course (3 Cr. Hr.) from the following Program Requirement courses list.			
ACC484	Financial Statement Analysis	ACC111	3
ACC485	Lean Accounting	ACC121	3
ACC486	Software Tools	CSE352	3
ACC487	Accounting Information Systems	ACC121 - ACC241 - MGT 324	3
ACC488	ICT for Social Good	none	3
Human Resources Management Elective Courses			
The student should select Two Elective Course (3 Cr. Hr.) from the following Program Requirement courses list.			
HRM484	Staffing	HRM241	3
HRM485	Compensation and Rewards	HRM241	3
HRM487	Human Resource Information Systems	HRM241, MGT 324	3
Investment and Finance Elective Courses			
The student should select Two Elective Course (3 Cr.Hr.) from the following Program Requirement courses list.			
FIN484	Investment Management	FIN241	3
FIN485	Advanced Corporate Finance	FIN241	3
FIN486	Financial Planning	FIN241	3
FIN487	Financial Derivatives	FIN241	3
Marketing and International Business Elective Courses			
The student should select Two Elective Course (3 Cr.Hr.) from the following Program Requirement courses list.			
MKT484	Product Development Management	MKT231 – MKT 241	3
MKT485	Digital Marketing and Social Media Strategy	MKT232 - MGT 472	3
MKT486	Marketing Analytics	MKT231 STA 241	3
MKT487	Marketing Channels	MKT231	3
MKT488s	Marketing for small business	MKT231	3

EJUST Code of Ethics

Students are responsible for maintaining an academic environment in which they act honestly with peers, the faculty, and staff at E-JUST to inspire relationships of trust, fairness, and respect.

A student must not engage in any dishonest behavior or behavior that would produce deleterious consequences for others.

Therefore, students must abide with the following Regulations to avoid punishment that may reach to dismissal from the university Like:

1. Smoking Producing or drinking alcoholic beverages is not permitted on campus.
Smoking is not permitted in E-JUST buildings including private residences
2. The existence of some profanity and disrespectful words of some students while practicing sports activities.
3. Dress Code:

E-JUST recognizes cultural diversity and respects the requirements needed for a productive learning environment. Students are expected to dress in a manner respectful of the local culture and traditions in Egypt. Inappropriate dress for both males and females is unacceptable as follow:

			<p>- عدم ارتداء البنطلون المقطع (ذكور واثاث)</p> <p>- عدم ارتداء الذكور للسلسلة والأتسيال</p>
			- عدم ارتداء النقاب
			- عدم تغطية الشعر باي كاب للذكور
			- عدم اطالة الشعر بشكل ملفت (ذكور)
 Shorts			- عدم ارتداء الشورت او اليرموذا
 Flip-Flops			- عدم ارتداء (سليبر)
 Tight Pants			<p>- عدم ارتداء جيب قصير أو بلوزة قصيرة مع بنطلون ضيق</p> <p>- عدم ارتداء بنطلون جينز (أكاديميين و موظفين)</p>
			- عدم ارتداء بيجامة او ترنج او جلباب البيت
 Tight and See-Through Clothes	 Sleeveless		- عدم ارتداء البلوزات الكت والحمالات والملابس الشفافة