

Mansoura University

General Administration for Education and Student Affairs

Guide of
Central transfer office
Mansoura University
2010/2011

Faculties of Mansoura University

First:- faculties of Mansoura city :-

1-Faculty of Medicine	2-Faculty of Dentistry
3-Faculty of Pharmacy	4-Faculty of Veterinary Medicine
5-Faculty of Engineering	6-Faculty of Computers and Information Sciences
7-Faculty of science	8-Faculty of Agriculture
9-Faculty of Nursing (boys/girls)	10-Faculty of Education
11-Faculty of specific education (Meet Ghamr/ Minyat El Nasr)	12-Faculty of Physical Education (boys/girls)
13-Faculty of arts	14-Faculty of Law
15-Faculty of commerce	16-Faculty of Tourism and Hotels
17-Faculty of Kindergarten	18- Nursing Institute

Second:- faculties of Damietta city :-

1-Faculty of science	2-Faculty of Education
3-Faculty of specific education	4-Faculty of Applied Arts
5-Faculty of Agriculture	6-Faculty of commerce
7-Faculty of arts	8-Faculty of Physical Education (boys)

RULES OF TRANSFER AND ENROLLMENT SHIFT

FIRST: - The Geographical Zone of Mansoura University

- 1. By the agreement of the University Board ,the geographical zone of Mansoura University is as the following:-**
 - Those Students who have their high school, from Dakahlia and Damietta, Gharbiya, centers of Samanoud and Mahla, Kafr El Sheikh, center of Beyala.
 - Portsaid City for the faculty of Dentistry.
 - Zefta City for Faculty of specific education (Meet Ghamr).
- 2. By the decision of The Supreme Council of Universities, at 9/10/1997, all Faculties of Computers and Information Sciences have been expected from the geographical zone.**
- 3. At 1/10/2005, The Supreme Council of Universities approved transferring those students who have their high school and desire to transfer from schools followed the countries of Zefta and who already accepted at the faculties of specific education, in Tanta AND Banha, to the Faculty of Specific Education in Meet Ghamr- Mansoura University.**

SECOND: - Rules of transferring new students at Preparatory and first year:-

- 1- At 29/07/2007, The Supreme Council of Universities decided the rules of transferring those students candidate for accepting at universities, or desired for enrollment change from a faculty to another by the electronic Coordination Office. With ensuring that transferring is not allowed by Faculties or Universities.**

THIRD: - Controls of transferring among similar Faculties at study years after Preparatory and first years.

-At 10/3/2005, The Supreme Council of Universities has modified his ex-decision dated at 20/4/2000 about Controls of transferring among similar Faculties as the following:-

- 1- Transferring among similar faculties should be central in each University**
- 2- The transferred student should be successful and transferring into a higher level at the his faculty**
- 3- 20% is the maximum rate of transferred students in each level according to a general rules published in each faculty.**
- 4- The priority is for the highest score students**
- 5- The applications are not accepted after a month of the study**
- 6- Transferring from similar faculties is free**
- 7- The student can get a case application to be presented to any other place**

-By the decision of The Supreme Council of Universities, dated 2/10/1999, unessential subjects are expected from the grade of the student at the transferring case for higher years among similar faculties at universities as the following:-

"Accepting or rejecting the student transfer among similar faculties is not according to student fail in any of the Supplemental subjects, that do not related to the internal curriculum, but is according to the controls of The Supreme Council of Universities at these conditions and also according to the additional conditions by every faculty.

FOURTH: - Enrollment shift for non new students among faculties inside or outside the Universities:-

Article (86), third paragraph of the executive regulation of Universities by laws is:-

It is possible to change the enrollment of the student from a faculty to another by the agreement of both faculties' boards in condition that the student has the same score that the faculty accepted at his high

school year , and according o all controls and conditions to be accepted at the new faculty.

FIFTH: - for those students who are desired to be enrolled at the faculties of Law, Commerce and Arts, after been detached from their faculties for the depletion of the number of repetition times:-

- 1- The student should have the minimum score that the applied faculty accepted at his high school year.**
- 2- At 29/4/2004, The Supreme Council of Universities decided to accept those detached students for depleting the number of repetition times at any of the university's faculties as an attended student at one of the faculties with attendance (Law, Commerce, Arts and General Service) with maximum two years after the detached.**
- 3- According to acceptance coordinating office at universities and higher institutions at 27/8/2003, it is forbidden to change the enrollment of detached students "literary section" of Education Faculties into Arts Faculties**

SIXTH: - It is available to accept only those attended students of Arts, Law, and Commerce by the following conditions:-

- 1. Acceptance of desired faculty board**
- 2. To be inside the geographical zone of Mansoura University.**
- 3. It is available to accept those students of other division inside the faculty of graduation "Commerce- Arts"**

SEVENTH:-

- 1- It is available to accept those students who obtained an equal degree among similar faculties inside the Egyptian Universities, by the same conditions of the student who obtained his Egyptian high school, within the rules and applied by the Supreme Council of Universities**

- 2- It is available to shift the student enrollment, who obtain his equal degree among the non-similar Faculties by the following conditions :-
- The agreement by the main co-ordination office for Universities and high Institutions.
 - What approves that the student is inside the geographical zone.
- 3- At 18/3/1991, The Supreme Council of Universities approved the following :-
- “ for equality among Egyptian students and forbidden any exceptions it is not allowed to transfer any of the Egyptian students inside the foreign Universities to the Egyptian Universities, but if the student is already having the minimum in the high school degree “or what equals” to be accepted at the desired faculty. That transference must be central by the coordination office in Cairo.

EIGHTH: - Shifting student’s enrollment from the high institutions followed the High Ministry of Education

- For those students who desire to shift their enrollment from a high institutions following the High Ministry of Education to any of the Faculties, is required:-
 - 1- The agreement of central coordination office
 - 2- Student must be inside the geographical zone

NINTH: - those students who obtained their technical diplomas (advanced technical schools of five and tree years) and also those graduations of technicians preparing institute (two years after the high school)

1. **At 31/12/2007 and by the decision of the Supreme Council of Universities, student transfer rules will be applied on both students of high schools and who are shifted to a higher level among the faculties and those students of technical degrees “advanced technical schools of five and tree**

years” when transferring from their faculty to another possible faculty

2. Informing the central coordination office by that

3. At 5/5/1977, it was decided by the Supreme Council of Universities about the students of technical degrees (three years), the following :-

- Possibility of accepting those students of technical schools “commercial, industrial, agricultural”, who are detached from their faculties for fail repetition, as an attended students at similar faculties” Arts, Law, Commerce, Social Service”

TENTH: - At 28/7/2010, mentioned at the speech of central administrative chief of The Supreme Council of Universities about how to deal with those detached students for fail repetition from Egyptian Universities, Al Azhar University, Military Faculties, and who desire to be accepted as attendances students at “Arts, Law, Commerce” at 2010/2011 The following

Students are accepted by:-

1. Paragraphs (two and three), article “88” of executive regulations of Universities bylaws NO. “49” for 1972:-

- As an exception it is available to be attending to “Arts, Commerce, Law” students who were enrolled at any of the Universities’ subjected to Universities bylaws or Al Azhar University or Military Faculties or high institutes subjected to the supervision of high ministry of education and according to the conditions of the Supreme Council of Universities .

- Any of those who are winning a bachelor's degree can be attended at any of mentioned faculties.

Required Documents

- 1. Transfer**
 - **Case statement of the studied subjects, which he studied at the faculty he is transferring from illustrating scores and degrees.**
 - **What proves that he is inside the geographical zone of Mansoura University (a true copy of the high school certificate- light or water or gas receipt)**
- 2. For those who are winning a bachelor's degree and applying for studying at one of the faculties**
 - **Temporary certificate of his ex- degree**
 - **Statement of scores and degrees when applying at a higher level of the first year**
 - **His high school certification**
 - **His military certification**
 - **Agreement of the employer for employees or training authority for armed forces or police authority for policemen**
 - **Birth certificate**
 - **What proves that he lives inside the geographical zone**
 - **6 personal pictures**
- 3. Detached students from universities, Al Azhar University or military faculties, who are applying for similar faculties “ Arts, Commerce, Law” by attendance**

- **Detaching certificate ... detaching mustn't be more than 2 years**
- **High school certificate**
- **Birth certificate**
- **Detaching certificate from military faculties, with the reasons of detaching**
- **6 personal pictures**