

The Arab Republic of Egypt

Minister of State for Higher Education and Scientific Research

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The Minister

Ministerial Decree

No. 1085 on July 26, 2000

About Issuance of an Internal Bylaw for Faculties of Specific Education  
in Tanta and Kafr El-Sheikh

Tanta University

Minister of Higher Education and Scientific Research:

\*\*After considering Act No. 49 of 1976 about Universities Organization  
and the acts amending it.

\*\*the presidential decree No. 809 of 1975 about issuance of the  
executive bylaw of Universities Organization Law and the decrees  
amending it

\*\*the approval of Tanta University Council in its session held on  
November 30, 1999 and February 22, 2000

\*\*and the approval of the Supreme Council of Universities in its session  
held on September 9 and 10, 1998 for authorizing Minister of Higher  
Education and Scientific Research to approve issuance of internal  
bylaws of faculties and higher institutes and their amendments after

having the approval of specialized committees of higher education sectors

The Minister decided

The First Article

The attached bylaw is applied at faculties of Specific Education in Tanta and in Kafr El-Sheikh in the Bachelor's stage.

The Second Article

All relevant bodies have to apply this decree

Minister of Higher Education and Scientific Research

Signed by

Prof. Mofid Mahmoud Shehab

A certified true copy

October 11, 2017

Sealed by

Tanta University, Faculty of Specific Education

**Tanta University**  
**Draft Bylaw**  
**Faculties of Specific Education**  
**in Tanta and Kafr El-Sheikh**

(1)

## Draft Internal Bylaw

### Of Faculties of Specific Education in Tanta and Kafr El-Sheikh

#### Article 1: Aims of the Faculty

Faculty of Specific Education at the University seeks to fulfill the following aims:

1. To prepare students who had General Secondary Certificate or equivalent certificates for the profession of teaching in pre-university education in one of the specializations offered by academic divisions of the Faculty.
2. To raise the professional and scientific level of students in the specializations of the Faculty and to inform them about current educational trends in the area of specialization.
3. To conduct research and studies in various fields of specialization at the Faculty.
4. To exchange experience and information with Egyptian, Arab and international educational and cultural bodies and institutions; and to cooperation with them in dealing with issues of mutual interest.
5. To offer technical consultation in different fields of specialization.

6. To participate in development of thought and practices in areas of Faculty aims to serve the environment.

## Article 2: Scientific Departments at the Faculty

The Faculty consists of the following departments:

1. Department of Arts Education
2. Department of Home Economics
3. Department of Music Education
4. Department of Education Technology
5. Department of Education Media
6. Department of Educational and Psychological Sciences (It includes curricula and teaching methodology of different specializations of the Faculty)

## Article 3: Academic Divisions

The Faculty includes the following academic divisions:

1. Division of Art Education
2. Division of Music Education
3. Division of Education Technology including two branches (general and computer)
4. Division of Education Media including two branches (school theatre- journalism, radio and TV)
5. Division of Home Economics

(2)

## Article 4: Scientific Degrees

Upon request from faculties, the University grants the following scientific degrees:

1. The Bachelor's degree in Specific Education in one of the academic conditions at the Faculty.
2. The Special Diploma in one of the academic divisions at the Faculty.
3. The Master's degree in Specific Education in one of the scientific specializations of the Faculty. However, the master's degree in educational and psychological sciences, except for curricula and teaching methodology of major, is granted from faculties of education.
4. The PhD in Specific Education in one scientific specializations of the Faculty. However, the PhD degree in educational and psychological sciences, except for curricula and teaching methodology of major, is granted from faculties of education.
5. As for the master's and the PhD degrees in educational and psychological sciences, except for curricula and teaching methodology of major; they are granted from faculties of education provided that a teaching staff member supervises the scholar from Faculty of Specific Education if there is any.

#### Article 5: Duration of Study at the Faculty

1. Duration of study to gain the Bachelor's degree in Specific Education in one of the academic divisions at the Faculty is four years of study. Study is according to the system of semester. Thus, a student completes eight academic semesters.
2. Duration of study to gain the Special Diploma in Specific Education in one of specialized divisions is two years. The first year is allocated for overcoming the shortage in preparation during

the first university degree according to the opinion of Faculty Council in the light of postgraduate bylaw of the Faculty.

3. Duration of study to gain the master's and the PhD degrees is according to stipulations of the executive bylaw of Universities Organization Law.

#### Article 6: Postgraduate Studies

The Faculty formulates postgraduate bylaw, enrollment conditions, study plans and rules of scholarships according to capabilities of the Faculty in the light of the executive bylaw of Universities Organization Law.

#### Article 7: Enrollment Conditions, Study and Exams in the Bachelors' Degrees

1. In order to be enrolled for the Bachelor's degree in Specific Education in one of the academic divisions has to meet the following conditions besides the conditions stipulated in Universities Organization Law:
  - a) Success in exams of art or music skills that are held at the Faculty for students who had the General Secondary Certificate or an equivalent one and who would like to join Art Education Division or Music Education Division in the same year when they get the certificate. Student's success in exam of art skills that is held during General Secondary exam is accepted.
  - b) A student has to be a full-time one.
  - c) A student nominated for acceptance at the Faculty has to pass the exam of suitability for the profession of teaching

that is held by the Faculty in the year of nomination for joining it.

- d) A student has to be medically fit and his ability to continue studying and to undertake responsibilities of teaching after graduation is proved by the specialized body.
- e) Acceptance at Department of Home Economics is restricted to female students from the scientific division.
- f) Student who gained the Music Secondary Certificate from Arts Academy can be accepted if they get 75% of the total marks of music subjects. In addition, they are exempted from exam of music skills. Number of accepted students with Music Secondary Certificate cannot be more than 20% of students nominated for the division by Coordination Office.

- 2- After seeking the opinion of the Council of the specialized Department, Faculty Council determines the scientific content of each curriculum which can be modified only after two years and after getting an approval from Faculty Council in the light of scientific developments.
- 3- To take the exam of any curriculum, a student has to have an attendance percentage of 75% at least of total number of theoretical and practical hours of study.
- 4- The Faculty organizes a field training (field education) for students of the third and fourth years of all divisions at preparatory and secondary schools affiliated to Ministry of Education for one day a week as a separate training. In addition, at the end of each semester a continuous training is held for one week with the total of 4 teaching hours.
- 5- Supervision of the field training is organized by a special bylaw attached to this bylaw.



- 6- The total marks of the curriculum of field training (practical education) for students of the third and fourth years are 100 marks distributed as follows:  
 60% field performance (20% by school manager and 40% for the internal supervisor)  
 40% final year assessment through a committee formed by Faculty Council
- 7- A student who fails the curriculum of field training restudies the year even if he passes all other curricula.
- 8- A student is transferred to the next year if he passes all curricula or if he fails no more than two curricula that do not include field training, and he has to take exams of the curricula he failed as retested subjects.
- 9- A second round exam is held in September for fourth year students in two curricula as a maximum which do not include field training. If a student fails one of those exams or if he fails both of them, he repeats the year, restudies the curricula he failed and takes their exams.
- 10- A student's success is assessed as for each curriculum and the final or cumulative total of marks with one of the following estimations:
- Excellent: 85% or more of the total marks
  - Very Good: from 75% to less than 85% of the total marks
  - Good: from 65% to less than 75% of the total marks
  - Fair: from 50% to less than 65% of the total marks

A student succeeds in a curriculum if he gets 30% of the full mark of the final exam (applied – written).

- 11- A student's failure in a curriculum is assessed with one of the two following estimations:

- Poor: from 30% to less than 50% of the total marks
  - Very Poor: less than 30% of the total marks
- 12- A student who is absent in the final exam of any curriculum fails with the estimation of very poor unless he presents an excuse accepted by Faculty Council. In this case, he is considered absent with an accepted excuse.
- 13- Faculty Council is authorized to suggest what it sees suitable in matters not mentioned in this bylaw in a way that does not contradict with Universities Organization Law and its executive bylaw after having the approval of University Council.
- 14- Students transferred from the second year in Education Technology Division of are divided into:
- Computer Teacher Division
  - General Division

They are divided according to: students' wishes, the total marks in the second year and the numbers determined by Faculty Council each year. If the total marks are equal, choice is made based on the marks of qualifying subjects.

- 15- Students transferred from the second year in Education Media Division are divided into:
- School Theatre
  - Journalism, Radio and TV

They are divided according to: students' wishes, the total marks in the second year and the numbers determined by Faculty Council each year. If the total marks are equal, choice is made based on the marks of qualifying subjects.

- 16- Plan of study and exams in the Bachelor's stage at the Faculty is drawn up according to the attached tables.

## **Bylaw of Field Education at Faculty of Specific Education**

Article (1): Students transferred to the third and fourth years spend a period of field education according to the durations and dates stipulated in the internal bylaws of faculties of specific education.

Article (2): At the beginning of each year, Faculty Council determines the timetable of field education and the schools where it will be practiced in cooperation with Education Directory.

Article (3): At the end of the period of field education, both the internal supervisor and the external one make a report on the student. Moreover, the student himself makes a report about the period he spent in field education showing the skills he acquired, the problems he faced, the solutions he suggests, the way he overcame the obstacles that encountered him and his suggestions for improvement of field education process.

Article (4): Faculty Council forms committees to assess the reports mentioned in the previous article. The committee discusses and studies these reports and determines according to them the final mark a student deserves in field education after a discussion with the student before the committee.

Article (5): After getting the approval of Faculty Council, field education can be applied out of town if there is a reason for that.

Article (6): Supervision of field education is as follows:

### **First: General Supervision of Field Education**

University President	Chairman of Supervision Body
University Vice President for Education and Student Affairs	Vice Chairman of Supervision Body
Faculty Dean	General Supervisor of Field Education
Faculty Vice Dean	Vice General Supervisor
Assistant General Supervisor	An assistant general supervisor is chosen by the General Supervisor for each division from teaching staff members.

General supervision includes visiting the schools where field education is practiced to check the efficiency and effectiveness of the educational process and to follow up its implementation. It includes also chairmanship of the periodical meetings held to discuss training problems and to achieve interaction between the Faculty and technical field supervision body.

### **Second: Technical Supervision**

It is headed by Department of Educational Sciences or one of teaching staff members at the Department who is selected by the General Supervisor and approved by Faculty Council.

This body consists of an internal technical supervisor of teaching staff members and an external supervisor from Ministry of Education for

group of specialized students. The group is no more than 10 students. These supervisors are chosen according to a decree from Faculty Council that is based on nominations from chairman of the technical supervision body.

The internal supervisor has the following duties:

- 1- To visit groups of departments in schools of training to follow up progress of field education.
- 2- To participate in students' assessment according to item 6 of article 7 of Faculty bylaw.
- 3- To prepare and explain some model lessons at schools.
- 4- To suggest choice of suitable learning aids and to facilitate borrowing them from the Faculty.
- 5- To hold periodical meetings with external supervisors.
- 6- To discuss problems of field education related to teaching the subject of specialization with external supervisors.

The external supervisor has the following duties:

- 1- To guide students in technical aspects of preparation and explanation of lessons.
- 2- To take part in students' assessment according to item 6 of article 7 of Faculty bylaw.
- 3- To supervise students' teaching at schools.
- 4- To attend periodical meetings with internal supervisors.
- 5- To discuss problems of field education related to teaching the subject of specialization with internal supervisors.

### **Third: Field Supervision**

It is headed by Undersecretary of Ministry of Education and includes managers of educational stages where training is conducted, managers of educational districts where training schools lie, and managers of schools (a manager from each school or each period morning\ afternoon).

Managers of stages, educational districts and schools achieve interaction between training schools and supervisors on one hand and the supervision body at the Faculty on the other.

Furthermore, managers of schools follow up students' attendance and personal behavior during training. They participate in students' assessment as stipulated in item 6 of article 7 of Faculty bylaw.

### **Fourth: Financial and Administrative Supervision Body**

It is headed by a teaching staff member from the Faculty chosen by the general supervision at the beginning of each year. This body includes Faculty Secretary General, Chairman of Field Education Office, Manager of Education and Student Affairs at the Faculty, two financial members and two administrative ones in every division for each year who are chosen from personnel of Education and Student Affairs, and Financial Affairs. They undertake the following duties:

- 1- To suggest the date for starting field education.
- 2- To prepare cards for following up and assessment of field education.
- 3- To distribute students' groups to training schools.
- 4- To distribute internal supervisors to training schools.
- 5- To distribute external supervisors to training schools.
- 6- To prepare supervision tables of internal and external technical supervisors.

- 7- To communicate with training schools.
- 8- To register students' absence based on following up cards.
- 9- To register absence of technical supervision body based on following up cards.
- 10- To so secretariat's work of periodical meetings held by technical supervision body.
- 11- To prepare financial forms of disbursement of field education bonus.
- 12- To write down students' marks in mark lists.
- 13- To undertake duties of field education control system.

#### Article (8)

Two workers are hired at each academic division to do needed work.

#### Article (9)

University Council formulates a bylaw to implement field education curriculum including administrative procedures used to carry out teaching the curriculum and to disburse bonuses of supervision, and technical and Administrative committees.

#### Article (10):

This bylaw is considered a complementary part to bylaw of faculties of specific education.

- Disbursement rules were determined in the session held by University Council on March 29, 2001.
- A Central Committee formed from University personnel was added to stipulated supervision bodies.

